

**CITY OF EL PASO, TEXAS
REQUEST FOR COUNCIL ACTION (RCA)**

DEPARTMENT: Community Development

AGENDA DATE: August 30, 2005

CONTACT PERSON/PHONE: Nathalie Prise 541-4241

DISTRICT(S) AFFECTED: All

SUBJECT:

APPROVE a resolution / ordinance / lease to do what? OR AUTHORIZE the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

Approve a resolution to adopt the Policies and Priorities for the 32nd Year (2006-2007) CDBG Program and the 2006-2007 ESG Program.

BACKGROUND / DISCUSSION:

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

This item relates to the Policies and Priorities for the 32nd Year (2006-2007) Community Development Block Grant Program and for the 2006-2007 Emergency Shelter Grant Program.

Each year about this time the Department of Community and Human Development (DCHD) asks City Council to adopt the Policies and Priorities for the upcoming planning cycle, a lengthy process that starts in the fall with the solicitation of funding requests and ends in June with the adoption by City Council of an Annual Plan that is submitted to the U.S. Department of Housing and Urban Development (HUD). The Annual Plan is comprised of the budgets for the three entitlement grants that the City receives from HUD: the Community Development Block Grant (CDBG), the Emergency Shelter Grant (ESG) and the HOME Grant. The HOME grant is used to fund established programs described in the City's Housing Programs Handbook, but the CDBG and ESG Programs require a more complex citizen participation and application process. The planning process for CDBG and ESG will begin on September 6, 2005 when the CDBG and ESG application packets will be made available. We have no information at this time as to the exact amount of the respective grants, although it is apparent from Congressional negotiations that the CDBG amount will be reduced from 5% to 8%. Thus, we expect the CDBG grant to be approximately \$9 million, with \$3 million available for new infrastructure, public facilities, housing, planning and economic development (technical assistance to microenterprises) activities.

Most of the Policies and Priorities are recommended to remain the same as last year. However, the 32nd Year Policies and Priorities do contain some specific changes that are prompted by the following current conditions or recent experiences:

- The emergence of over 60 strong City-recognized neighborhood organizations throughout El Paso.
- The adoption by City Council on July 19, 2005 of the 2005-2010 Consolidated Plan
- The continuing reduction in CDBG funding from Congress.
- Local budget constraints.
- The need for the City to comply with the HUD Workout Plan resulting from the City's failing by \$1.1 million to meet CDBG expenditure requirements as of June 30, 2005.
- The need to modify some of the Blue Ribbon Committee policies that relate to the social service collaboratives.
- The need to refine the social service proposal process to give agencies an opportunity to submit Letters of Intent and go through a preliminary qualifying and counseling process.
- The City's Plan to End Chronic Homeless.
- The need to put more structure into the Steering Committee review process.

Neighborhood Associations and Community Input

The changes to the Policies and Priorities include strengthening the link between the neighborhood organizations and the planning process. In addition to the traditional Citizen Request Forms we will disseminate Request Forms for City-Recognized Neighborhood Associations. We will require that City Departments and other public or private non-profit applicants whose proposed projects are located within the area of any City-recognized neighborhood associations notify the associations about their proposals. The Department of Community and Human Development (DCHD) will also schedule community meetings to obtain input and funding requests. Additionally, in order to foster communication and interaction between service agencies and the community, all 32nd Year social service grantees will be required to make presentations to City-recognized neighborhood associations throughout the program year.

Linking Annual Plan Activities to the 2005-2010 Consolidated Plan

The Policies and Priorities include a stipulation that any projects considered for funding should fall within the categories assigned a **high priority** in the 2005-2010 Consolidated Plan. The high categories include:

Neighborhood centers – senior, handicapped, youth and child care centers.

Public facilities – homeless, neighborhood, parks, recreational and health facilities.

Street improvements – including sidewalks, drainage improvements, lighting and wheelchair ramps.

Housing – new construction, housing rehab, homeownership assistance, energy efficiency improvements, lead-based testing and abatement.

Technical Assistance to Microenterprises in the economic development category.

Responding to the continuing reduction in CDBG funds

Over the past few years, the U.S. Congress has been cutting CDBG funds by approximately 5% per year, and **another cut of 5% to 8% is anticipated for CDBG in 2006-2007**. With the continuing cuts to the CDBG funds, we recommend focusing on projects that serve a larger percentage of low- and moderate-income persons. The Policies and Priorities will require that the use of the scarce CDBG funds be targeted to neighborhoods where the population is 60% or more low and moderate income; and will require that for public facilities proposed by other entities, 60% or more of the clientele must be low and moderate income.

Local budget constraints

All applicants will be cautioned that funding for new City facilities will depend on whether the appropriate City department has funds to operate the facility once it is completed.

Compliance with the HUD Workout Plan

Because El Paso failed to meet the required CDBG spending level this past year, HUD will place the City on a Workout Plan from now until June 30, 2006. The City will lose a portion of its grant funds if it fails to reach compliance by June 30, 2006 and could eventually lose the entire CDBG grant if non-compliance continues. In order to assure that CDBG funds are spent in a timely manner, all application packets will contain provisions that assure that public facilities, housing and economic development projects, if approved, are ready for immediate implementation. For this funding cycle, we will not be able to fund projects with any implementation obstacles or problems, such as private encroachment or land acquisition of any kind, nor will the City fund the purchase of equipment.

Two Blue Ribbon Committee Modifications

Two of the changes to the Policies and Priorities relate to the collaborative process. Last year a Blue Ribbon Committee appointed by Mayor Joe Wardy to study the social service collaboratives made a number of recommendations which were adopted by City Council. Two of these have proven difficult to implement. We are recommending that the Blue Ribbon Committee recommendation for each Collaborative Chair to be appointed by the Mayor from outside the collaborative be rescinded, and that the Chairs be elected from members of the collaboratives as had been the practice for nine previous years. We recommend that the requirement for the collaboratives to attend a training every other month be rescinded and this be replaced by a requirement for the CDBG and ESG grantees to make presentations to neighborhood organizations throughout the year.

Letter of Intent Process

We also recommend initiating a Letter of Intent process for the CDBG social service and the ESG applicants. Agencies have sometimes gone through the entire application preparation process only to be ruled ineligible for faulty documentation, lack of an audit, etc. The initiation of the Letter of Intent process will pre-screen applications for completeness prior to the applicant's investing time writing the full application.

The Plan to End Chronic Homelessness

In relation to the City's Plan to End Chronic Homelessness, we are recommending that housing policies and priorities from the previous year be retained, since these place an emphasis on housing for special populations; and we propose to only accept Planning proposals that support the Chronic Homeless Plan.

Steering Committee Rating System

The Steering Committee has not been using a rating system for the non-social service projects even though the review of these projects may stretch over three weeks. We will require that Steering Committee members complete a rating sheet for each project at the time of review, rating each project as high, medium or low based on the review criteria contained in the application packets. The results will be tallied and provided to the Steering Committee for the final voting session when the Committee's budget recommendation is decided. Any projects that are rated low and are recommended for funding by the Steering Committee must be explained. Any projects that receive a low rating should also be explained. This should be helpful to the Steering Committee and to project applicants as well.

LEGISLATIVE REVIEW COMMITTEE RECOMMENDATION

These Policies and Priorities were discussed, revised and recommended in their present form by the Economic and Community Development Legislative Review Committee (LRC) on August 19, 2005. The Policies and Priorities were also reviewed and recommended by the CD Steering Committee on August 18, 2005, although, as mentioned, the LRC did subsequently make some changes that related to the linkages with the City-recognized neighborhood associations.

We are attaching the application guidelines for the various funding categories and providing below a brief summary of the most significant elements of these guidelines:

CDBG Social Services (Attachment A)

Under HUD regulations, the use of CDBG funds for social services is limited to 15% of the CDBG grant and program income. This will be the eleventh year that the City will emphasize a collaborative approach to the distribution of CDBG social service funds. There are a few changes included in the 32nd Year Social Service Funding Application guidelines. Some are changes to implementation of recommendations of the Blue Ribbon Committee, and some are improvements to the evolving collaborative process:

- In planning for the 32nd Year process, all the members of the six collaboratives were called together to review last year's priorities and values and to suggest revisions for the 32nd Year proposal. Members of the CD Steering Committee and the collaborative chairs appointed by the Mayor were invited to attend and participate. CD staff led round table discussion on the five service areas of Children and Youth, Seniors and Persons with Disabilities, Health Services, Economic Opportunities, and the Homeless and Emergency Shelter. The priorities and values in this application reflect the input from this forum.
- The appointment of chairs by the Mayor has been eliminated to return to the previous method of permitting the collaboratives to elect a chair from among their members. The appointment of external chairs was extremely labor intensive, requiring a lengthy selection and training process, and yielded no discernable benefit. A one-year term limit has been set for collaborative chairs.
- Attendance at Bi-Monthly trainings as a requirement for future funding consideration has been eliminated in favor of requiring grantees to give presentations at Neighborhood Associations.
- A Letter of Intent has been implemented to reduce the burden on applicants who do not possess the required documentation or management capacity to meet minimum standards. In past years, as many as 20% of applicants have failed to submit required supporting documents and/or meet

the fiscal capacity standards as determined by the Comptroller's Department. In the past these agencies had already invested considerable time in preparing a complete proposal prior to learning they were not eligible for consideration. Requiring a Letter of Intent and the supporting documents to be submitted as the first step in the process will permit staff to determine agency eligibility before the agencies invest staff time in preparing the complete application.

Blocking of Funds: CDBG regulations limit the amount of funds spent on social services to 15% of the annual grant plus 15% of the program income from the preceding year. Since the total amount of the Social Service budget has not been determined, the Collaboratives and the Steering Committee agreed on using the percentage figures shown below for the five social service categories. These figures remain unchanged from last year:

Children and Youth Support and Development Services	21.8%
Services to Seniors and Persons with Disabilities	18.7%
Mental and Medical Health Services	23.3%
Homeless, Emergency Shelter and Housing Services	22.6%
Economic Opportunities Collaborative	13.6%

Proposals under \$25,000: The policy of not awarding a contract less than \$25,000 continues to be in effect and valid particularly from an auditing and monitoring viewpoint. However, agencies are permitted to subcontract to other provider agencies for any amount deemed appropriate for the services purchased. This option is mentioned in the rules for the process.

The deadline for submittal of the letters of intent will be October 3, 2005. Social service proposals will be due November 28, 2005. Subsequent to that date, the collaboratives will begin their deliberations, which will culminate in their funding recommendation to the Steering Committee. In order for the collaboratives to have the benefit of the results of the CDBG staff's technical review, the deadline for the collaboratives to submit their recommendations will be February 3, 2006.

Other policies for social service proposals include: a mandatory requirement for attendance at training workshops and collaborative meetings and eligibility criteria for all projects (low-income clients, tax exempt status, conflict of interest restrictions, compliance with Ordinance 9779, management capacity, and an acceptable performance record).

Housing (Attachment B)

The housing guidelines, which remain unchanged from last year, primarily target the CDBG funds to projects that house special populations including the homeless and persons with disabilities, thereby promoting the goals of the Plan to End Chronic Homelessness. A brief summary of eligible projects is provided below:

1. Projects that involve the use of CDBG funds solely for real property acquisition and that produce new rental housing. All other funding for the project must be firmly committed from other sources at the time the CDBG application is submitted. Rationale: Using CDBG funds for land acquisition has proven to be an effective way to leverage other funding resources and produce new housing units.
2. Construction by CBDOs (Community Based Development Organizations) of new housing exclusively for special needs populations (elderly, homeless, persons with disabilities, etc.). Rationale: Under any circumstances, new housing construction is only eligible under the federal CDBG regulations when carried out by CBDOs. New housing for special needs populations is so critically needed that it merits being considered for the use of CDBG funds.
3. Rehabilitation activities that produce new housing units exclusively for special needs populations. Rationale: CDBG program income funds (and HOME grant funds) are already available for rehabilitation of rental housing under the City's Housing Rehabilitation Program, and all applicants for rehabilitation can be directed to that source. However, the production of new housing units for special needs populations is such a critical need that it merits the use of CDBG funds under this category also.
4. Housing services projects that work in conjunction with the City's First-time Homebuyers Program.

Public Facilities for Public and Private Entities other than City Department (Attachment C)

Applications will be accepted for projects in the categories identified as high priority in the 2005-2010 Consolidated Plan. Non-profits must be 501(c)(3). Applicants must provide 20% of the project cost and are subject to audit and timeliness requirements. No CDBG funding will be provided for acquisition. Applicants whose projects are located within the area of City-recognized neighborhood associations must notify the organizations about their projects.

Technical Assistance to Microenterprises (Attachment D)

Technical Assistance, which involves appropriate management and technical assistance or business-training program activities, was the only economic development activity that received a high priority in the 2005-2010 Consolidated Plans. Eligible applicants must be 501 (C) (3) non-profit organizations. Microenterprises are businesses with five or fewer employees, one of whom may own the business.

Public Facilities by City Departments (Attachment E)

City Departments are limited to 16 project applications each. Applications will be accepted for projects in the categories identified as high priority in the 2005-2010 Consolidated Plan. CD will recommend that City Representatives contact the appropriate City Department as soon as possible, to develop the project scope and budget for any eligible project that will be competing for CD funds. No CDBG funding will be provided for acquisition. New City facilities will be considered, only if facility operating funds will be in place by the time of construction completion.

Departments whose projects are located within the area of City-recognized neighborhood associations must notify the associations about their projects at one of the neighborhood association's meetings, and prior to the date that the CD Steering Committee reviews the project. The CD Neighborhood Relations Coordinator will assist Departments and Neighborhood Associations to coordinate meeting dates.

The City Department application will be submitted in two parts. The completed application with required attachments will be due on January 13, 2006 and the project budget will be due February 28, 2006. The submission of the project budget has been deferred to the later date to allow the Engineering Department additional time to prepare more detailed project cost estimates.

Citizen Request Forms (Attachment F)

The Citizen Request form remains basically the same. Citizens are advised that projects that would involve land acquisition will not be eligible for consideration. **The deadline for citizens to submit their funding requests to Community Development is 5:00 p.m. on Friday, December 9, 2005.** CD will forward citizens' eligible funding requests to the appropriate City Department (Parks, Engineering, Library, etc.) for consideration of including the proposed project within the Department's limit of 16 projects. Citizens will be notified of the status of their requests.

Neighborhood Organization Request Forms (Attachment G)

This application is basically the same. Neighborhood Associations will submit funding requests, endorsed by the Association's President/Chairman. Neighborhood Associations will also become more involved during the CD planning process. Grant applicants whose projects are located within the area of City-recognized neighborhood associations must notify the associations about their projects. **The deadline for association requests is also December 9, 2005.**

Emergency Shelter Grant Program (ESG) (Attachment H)

The City has been receiving formula Emergency Shelter Grants since 1987. The funds may be used for rehabilitation of emergency shelters for the homeless, operating expenses of homeless shelters, homelessness prevention activities or social services associated with homeless shelters. This will be the ninth year that the

ESG planning process virtually mirrors the collaborative process utilized for CDBG social services. Accordingly, this year's ESG application includes the descriptions of both the collaborative and the Steering Committee review processes.

Because the ESG planning process mirrors the CDBG Social Service planning process, all the changes previously mentioned in CDBG Social Service section of this explanation will be incorporated into the ESG funding process. Aside from the changes associated with the ESG Collaborative process, there are no further changes recommended in this year's ESG application packet.

Planning Schedule and Deadlines (Attachment I)

As mentioned previously, the solicitation of proposals for the 32nd Year CDBG Program Year and the FY 2006 ESG Program will begin on September 6, 2005. Your attention is called to the following important deadlines:

- ❖ **Monday, October 3, 2005 at 5: 00 p.m.**
Deadline to receive letters of intent from Social Service Agencies
- ❖ **Monday, November 28, 2005 at 5:00 p.m.**
Deadline to receive Social Services and ESG proposals
- ❖ **Friday, December 9, 2005 at 5:00 p.m.**
Deadline to receive Neighborhood Association requests/endorsements and City Representative requests
- ❖ **Friday, January 13, 2006 at 5:00 p.m.**
Deadline to receive Housing, Economic Development, Public Facility & City Departmental application packets
- ❖ **Tuesday, February 28, 2006 at 5:00 p.m.**
Deadline to receive City Department cost estimates for applications submitted by January 13, 2006

City Council is asked to approve these dates with no extensions to be granted. Maintaining the deadlines are important because the City is required to submit the application for 2006-2007 to HUD no later than July 15, 2006.

Please feel to contact me by e-mail or at extension 4241 if you need any further information before the City Council meeting.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one?

City Council adopted Policies and Priorities for the 31st Year on September 14, 2004. Policies and Priorities are adopted on an annual basis.

AMOUNT AND SOURCE OF FUNDING:

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

N/A

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

Policies and Priorities were reviewed and recommended by the Economic and Community Development LRC on August 19, 2005.

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:

Nathaniel Price
(Example: if RCA is initiated by Purchasing, client department should sign also)
Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That, in accordance with a August 19, 2005 recommendation by the Economic and Community Development Legislative Review Committee, City Council adopt the policies and priorities for the 32nd Year (2006-2007) Community Development Block Grant (CDBG) Program and for the Fiscal Year 2006 Emergency Shelter Grant (ESG) Program; that City Council establish November 21, 2005, as the deadline for the submission of all CDBG Social Service application packets and ESG application packets; and December 9, 2005, as the deadline for submission of all neighborhood association and citizen request forms; and that City Council establish January 13, 2006, as the final deadline for the submission of 32nd Year CDBG Housing, Micro-enterprise Technical Assistance, Planning, Public Facilities and City Department application packets.

ADOPTED this 30th day of August, 2005.

CITY OF EL PASO

John Cook
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Matt Watson
City Attorney

APPROVED AS TO CONTENT:



Nathalie Prise, Director
Community and Human Development



THIRTY-SECOND YEAR (2006-2007)

PUBLIC SERVICES

FUNDING REQUEST

The primary objective of the Community Development Block Grant (CDBG) Program is the development of viable urban communities, including decent housing and suitable living environment, and the expansion of economic opportunities, principally for persons of low and moderate income. The City of El Paso expects to receive approximately \$9,000,000 in CDBG funds from the U.S. Department of Housing and Urban Development (HUD) for the 32nd Program Year. The contract period is from September 1, 2006 to August 31, 2007. Federal regulations stipulate that a maximum of 15% of the annual CDBG funding may be allocated to public services making approximately \$1.35 million available. An additional 15% of Program Income may also be allocated to Public Services programs.

This package has been designed to obtain all the information necessary for a complete, fair analysis of each Social Services project proposed for Community Development (CD) funding. All funds will be allocated to agencies using this application process. Letter of Intent format sheets will be available in the 8th Floor Community Development office at City Hall from 8am September 6 through 5pm October 3, 2005. Letter of Intent packets are due in the Social Services Office, 8th floor, City Hall (2 Civic Center Plaza) no later than 5:00 p.m. October 3, 2005. Eligible applicants will be invited to the RFP training where the application packets will be distributed. Applications are due November 28, 2005. Late or incomplete submissions of either the Letter of Intent or the Application will not be considered for funding.

PROJECT ELIGIBILITY

Federal eligibility requirements:

- Applicant's project must provide direct services to clients who qualify under low income guidelines and who reside within the limits of the City of El Paso. Funded agencies will be required to verify each client's residence and eligibility. HUD has determined that the following populations meet income guidelines and are presumed eligible: elderly persons (aged 60 and older), severely disabled adults, homeless persons, abused children, battered spouses, persons living with AIDs, migrant farm workers, and illiterate adults.
- Applicant must have non-profit tax-exempt status under Section 501(c)3 of the Internal Revenue Service Code at the time of application or be a governmental agency.
- Applicant must provide services that are non-religious in nature and scope.

Local eligibility requirements:

- The minimum funding for a project will be \$25,000.
- Applicant must comply with City of El Paso Ordinance 9779 (Non-Discrimination Against Persons with Disabilities). In accordance with Ordinance No. 9779 all facilities and programs receiving funding from the City must be accessible for use by persons with disabilities in terms of employment and service. This means that buildings where the CD funded services or projects are located must be accessible to the persons with disabilities, or have an approved transition plan, before the funding can be approved. Please be advised that every application, in order to be accepted for consideration, must contain the signed Accessibility/Letter of Assurance and the fully completed form entitled "Guidelines/Self Evaluation for Community Development and City of El Paso Sub-recipients" for all sites planned for CD funded programming.
- Applicant must not have an employee, officer, agent, or anyone who represents the agency in any capacity sitting as a member of the Community Development Steering Committee.

- Applicant must demonstrate adequate management capacity. All applicants must submit with the CDBG funding request a certified audit completed within the previous 12 months and covering a period ending on a date no earlier than August 31, 2004.
- Applicants must demonstrate commitment to the program through the provision of a cash match of at least 15% of the overall project cost. CDBG allocations are distributed on a reimbursement basis. Therefore, all agencies receiving funds must demonstrate the financial capacity to operate the proposed project for a period of at least three months prior to reimbursement.
- Applicants in the Homeless Collaborative must be participants in the Homeless Management Information System (HMIS).

The City will also require that all applicants meet the following process standards:

- Applicants must demonstrate compliance with City Council's Priorities for CDBG Social Services Allocations.
- Applicants are encouraged to collaborate in order to maximize the use of funding and streamline services. However, collaboration must happen prior to the submission of proposals and the proposal must reflect the collaborative nature of the joint project. The fiscal administrator for the proposed project must be clearly designated in the proposal, as a single contract will be written for any joint project.
- Applicants currently receiving Community Development funds must be in compliance with all terms of any contract through Community and Human Development and have been in good standing during the program year.
- Applicants may submit more than one proposal. However, each proposed project must be clearly defined and easily differentiated from the others, and cannot be dependent or subsidiary to another proposal, or provide essentially the same services as another proposal. Projects that are dependent or subsidiary to one another should be submitted as a single project. No project can be submitted under more than one category.
- Applicants must submit a complete letter of intent and application packet by the deadlines or the project will not be considered for funding.
- Applicants must attend all required training (see training, below) in order to be considered eligible to apply. Currently funded applicants must have attended all of the prior year's Bi-Monthly Training sessions in order to be considered eligible to apply.
- Applicants must be on time and attend every meeting of their collaborative in order to retain their vote.

COLLABORATIVES AND DISTRIBUTION OF FUNDS

Applicants must select one of the five categories of service under which the application will be submitted and participate in the applicable collaborative. Applicants are required to sign out applications in the category selected. A change in category will not be accepted after November 28th. Technical assistance is available upon request from CD staff.

CATEGORIES OF PUBLIC SERVICE	DISTRIBUTION OF FUNDS
Children and Youth Support and Development Services	21.8%
Services to Seniors and Persons with Disabilities	18.7%
Mental and Medical Health Services	23.3%
Homeless, Emergency Shelter and Housing Services	22.6%
Economic Opportunities Collaborative	13.6%

CITY COUNCIL'S PRIORITIES FOR CDBG SOCIAL SERVICE ALLOCATIONS

Whereas a healthy local economy can promote the quality of life for all El Pasoans, and

Whereas strong neighborhoods and strong families promote a healthy economy, safe communities, and productive citizens, and

Whereas attractive parks and community centers promote strong families and neighborhoods, and

Whereas educated young persons with strong characters promote strong families and neighborhoods as well as a healthy economy, and

Whereas families and persons free of the effects of physical and mental illness and disabilities promote strong families and neighborhoods, and

Whereas a community friendly to older populations is attractive to persons seeking a community in which to retire and is attractive to corporations and businesses interested in marketing to aging baby boomers, and

Whereas reducing the number of homeless persons will increase the community's attractiveness to persons and corporations wishing to relocate to El Paso,

Therefore, the Mayor and City Council establish the following priorities for consideration of funding for social services projects:

Overall:

Economic development and self-sustainability is a goal held prominently by the City of El Paso and its public, private, and non-profit partners. As such, CDBG Social Service funding priorities will recognize a holistic and results-oriented approach to attaining that goal.

Economic Opportunities:

Priority will be given to outcome-oriented programs with proven results that offer a holistic approach to economic opportunities that transects all social services. Priority will be given to programs that integrate training and employment development into both the programs funded and the training and business development the City offers to service providers. Priority will also be given to providers who are good employers (health insurance, tuition assistance, pensions, etc).

- Provide direct economic advancement through micro-enterprise assistance, job training, education, development, and preparation for eligible individuals, with a focus on aptitude and interest. Such programs should demonstrate that they increase the client's capacity to seek and retain employment.
- Offer indirect economic advancement through supportive services such as childcare.
- Create formal linkages between training programs and business seeking specific skills.

Health:

Priority services are mental and medical health treatment services including primary, preventive, acute, restorative, chronic and end of life services which are provided in accordance with professionally accepted standards of practice provided in the least restrictive environment. Highest priority will be given to projects that integrate mental and medical health services to a single location. Medium priority will be given projects that collaborate through a referral system with written agreements, networking and documented follow-up. Lowest priority will be given projects that are freestanding with no formal network.

- Provide individuals with medical and mental health care and promote health and long-term self-sustainability.

Seniors and Disabled:

Priority will be given to making El Paso a great place for seniors and persons with disabilities to choose to live here through the provision of services that:

- Provide safety net services such as meals programs, adult day care, adequate shelter and other services that promote independence and accessibility.
- Promote healthy lifestyles that include cultural and social activities and provide access to health care and end of life services.
- Offer opportunities that re-invest seniors' experience and wisdom in post-retirement employment, volunteerism, mentoring, participation in apprenticeship programs, and other community-enhancing activities.
- Offer specialized education and awareness, which promote health and welfare issues for seniors and persons with disabilities.

Children and Youth:

Priority will be placed on education and personal development for children and young people, including those with special needs, through projects that:

- Provide safety net services and offer family security such as after-school programs, gang prevention activities, drug awareness and treatment projects, specialized services for foster children, court advocacy, and supportive services for basic needs such as clothing.
- Enhance education through career awareness programs, tutoring, apprenticeship, job training and preparation, and intergenerational mentoring.
- Offer supervised and structured personal development through diverse education, recreation, community improvement and physical and mental health programs.

Homeless:

Support the work of the Homeless Coalition in their mission to provide a seamless continuum of care with a strong focus on safety net services and eventual independence through projects that:

- Provide safety net services including emergency shelter, transitional housing, special needs housing, and supportive services for basic needs such as food, transportation, health care, and other needs that lead to self-sustainability.

- Offer job training, preparation, education, and support services to obtain and sustain employment for economic security.
- Promote advocacy, public policy, financial leveraging, and community collaboration which advance the City of El Paso's strategic 10-year plan, Border Solutions: Ending Chronic Homelessness in El Paso, Texas.

VALUES FOR PROPOSAL CONSIDERATION

The following values will be used when considering projects for CDBG Social Services funding:

COLLABORATIVE VALUES

Collaborative values reflect elements that contribute to the integration of diverse projects in providing continuums of care and comprehensive community services. Additional consideration will be given to projects that:

1. Stimulate and enhance the lives of a diverse population of clients served by the collaborative.
2. Create partnerships that maximize resources and enhance services.
3. Promote maximum independence for clients.
4. Enhance quality of life for clients and produce beneficial outcomes for clients.
5. Achieve cost-effective use of resources.
6. Fulfill community needs.
7. Complement continuum of care of the collaborative.
8. Encompass adequate geographic coverage for the collaborative.
9. Ensure services to clients who would otherwise be unserved or underserved.
10. Show that withdrawing the project would have a significant impact on the target population/clients.
11. Demonstrate the relationship between the project proposal and City Council's priorities.

PROJECT VALUES

Project values reflect traits deemed valuable in terms of individual projects. Additional consideration will be given to those projects that:

1. Demonstrate a project history of successful implementation and budget management.
2. Present a budget appropriate to the proposed program.
3. Serve a significant number of clients and/or have a significant impact.
4. Focus on care in the least restrictive, most inclusive environment.
5. Are a cost effective service.
6. Demonstrate feasibility and can demonstrate result-oriented outcomes.
7. Demonstrate a close relationship of direct services funding to the total request.
8. Clearly define population to be served and geographic area of coverage.
9. Incorporate the service as part of an integrated continuum of care.

AGENCY VALUES

Agency values reflect components of management capacity and fiscal responsibility. Additional consideration will be given to projects submitted by agencies that:

1. Commit adequate resources, infrastructure and capacity to support the project (past and present).
2. Demonstrate responsible fiscal and project management.
3. Show capacity, ability and/or history to meet contract obligations.
4. Demonstrate economic viability and efficiency.
5. Have planned and/or implemented a system to document client eligibility.
6. Document client satisfaction.
7. Participate in applicable community coalitions and efforts.
8. Demonstrate sound fiscal history and annual audited financial statements
9. Demonstrate feasibility and impact of proposed outcomes and cost effectiveness of the program including leveraging of funds with CDBG dollars

TRAINING

Workshops will be held to provide training for completion of the application and understanding of CDBG requirements. Workshops will provide an opportunity for agencies with mutual goals to meet as a group, discuss needs, gaps and opportunities and to develop a continuum of care within their collaborative. Attendance at the training workshop is required to be considered for funding. Applicants may attend as many workshops as desired. Workshops will be held at the YWCA, 1600 N. Brown. **If you require any special accommodation during the training, please contact us as soon as possible so we can make any necessary arrangements.**

- | | |
|--|---------------------------|
| ◆ RFP Training (new grantees, those needing detailed instruction) | October 10, 2005 9am-Noon |
| ◆ RFP Training (experienced grantees, primarily question & answer) | October 10, 2005 2pm-5pm |

A supplementary training for completion of the application will be held on November 14 in the Community Development Conference Room on the 8th Floor of City Hall. This training is by RSVP only, and will be canceled if no reservations are made.

COLLABORATIVE PROCESS

The Collaboratives will implement the Collaborative Process detailed below. Following discussion of proposals the collaboratives will make recommendations for funding within the targeted amounts to the Steering Committee (CD's advisory group) by January 30, 2005.

Organizational Collaborative Meetings:

- | | | |
|--|----------|-----|
| • Economic Opportunities at El Paso Rehab Center, 1101 E. Schuster | 10-17-05 | 9AM |
| • Children & Youth Support & Dev at Center of the Deaf, 6585 Montana, Bldg R | 10-18-05 | 9AM |
| • Seniors & Persons with Disabilities at VNA, 2211 E. Missouri, Suite 200 | 10-19-05 | 9AM |
| • Mental & Medical Health Services at Hospice, 1750 Curie Drive, B. Herring Rm | 10-20-05 | 9AM |
| • Homeless, Emergency Shltr & Housing at Child Crisis Center, 2100 N. Stevens | 10-21-05 | 9AM |

Appointment of Chair and Election of Representatives:

At the first meeting of each collaborative, officers will be elected. Collaboratives will select, at a minimum, a Chairperson, Vice Chairperson and Secretary. Collaboratives may select additional officers as desired. At this meeting, collaboratives will also develop internal rules for defining tardiness, excused absence, and operational rules such as Robert's Rules of Order. Individuals may not be re-elected, new officers must be chosen each year. This is intended to encourage participation in collaborative leadership roles by many different agencies.

Meeting Attendance:

Voting members must attend all meetings on time to retain voting privileges. Tardiness is considered absence. However, collaboratives may elect to set a "start time" a few minutes later than the "meeting time" and use the beginning of the meeting for items of interest *not related to the collaborative process*. Absences due to an emergency may be excused by vote of the collaborative. However, few applicant agencies have only one staff member. Applicants should provide for backup staff to attend if the primary contact must be absent. Only an *unforeseen emergency* on the day of the meeting should be cause for an excused absence. These rules are not intended to be punitive; they are intended to ensure that all members voting on funding recommendations have been present for all presentations and discussions on the projects under review.

Meeting Notification:

All members are personally responsible for their attendance at meetings. Any member who does not know when the next meeting is scheduled should contact the Chair and learn the date. Applicants hold sole responsibility for meeting their attendance requirements and should not confuse courtesy notices with a process requirement. All members are responsible for ensuring that the Secretary has accurate contact information, so they may be informed in the event of meeting changes. The Secretary will post notices in a public place in accordance with Open Meeting Requirements. The City will also post legal notice of the meetings.

Meetings:

Meetings will be held as frequently as deemed necessary by each collaborative. More than one topic may be included in a single meeting, time permitting. Topics will include, at a minimum:

- Election of representatives
- Development of collaboratives rules and procedures
- Setting up regular schedule of meetings
- Discussion of Mission and Values by which all proposals will be evaluated
- Scheduling submission of written copies of proposals by each applicant
- Verbal presentation by each applicant with question and answer session for each applicant
- Discussion, voting and completion of collaborative funding recommendation (budget)
- Submission of Collaborative Budget Recommendation to Steering Committee

Membership:

Each applicant must send a representative or representatives who are familiar with programmatic and fiscal aspects of both their agency and their program. Representatives must be able to speak and make decisions on behalf of the applicant agency. Collaborative decisions will not be delayed waiting for members to meet with their superiors in order to be instructed how to vote.

Voting:

There are two categories of membership, voting member and non-voting member. Every agency submitting a proposal for funds is a voting member, one representative for each agency may vote in each collaborative to which they have applied for funds. Unexcused absence will result in loss of voting privileges for the applicant, although their application remains under review for funding. Non-voting members are CD Steering Committee Members, CD staff, non-applicant agencies, agencies that have lost their vote, and interested members of the public. Non-voting members are full participants in any discussion, but do not hold a vote. All votes, ratings and discussion will be open. Votes will be decided by majority of the voting members present.

Proposal Review:

The review of the proposal by the collaborative consists of three components:

- Written proposal
- Verbal presentation by the applicant
- Questions to resolve any issues with the proposal or presentation

Proposal review must be made within the context of the established values. Written proposals should be distributed at least one week before the verbal presentations, to permit adequate time for review. Verbal presentations should be limited to either five or ten minutes each, decided in advance and timed. The question and answer sessions should be limited to either ten or fifteen minutes each, decided in advance and timed. Additional time may be scheduled for unanswered questions or concerns on majority vote.

Voting on Budget Allocation:

Only one representative from each voting member agency (hereafter, "voter") may vote. Each voter will develop a budget for the collaborative based on the funding block. The minimum amount a voter may allocate to an applicant is either \$0 or \$25,000 (for example, a voter cannot allocate \$10,000 to a program). If the voter recommends \$0 funding, or an increase or decrease of more than 5% of the current CD program budget, the voter must provide a brief written explanation for these decisions on their ballot sheet. These explanations must directly tie to the Priorities and/or the Values listed above. Votes that do not add up to the correct amount, contain improper votes (such as an amount between \$0 and \$25,000) or do not have relevant supporting explanations will be rejected.

CD staff will compile voters' budgets. After the votes are compiled, the highest and lowest amount recommended for each applicant is eliminated, and the remaining numbers, including any "\$0" recommendations, are averaged. Any applicant who received a recommendation of under \$20,000 is temporarily changed to a recommendation of \$0. The remaining allocations should be totaled.

If this amount is beneath the total allocated to the collaborative, the remaining blocked funds are negotiated. They may be used to bring applicants recommended \$20,000-\$24,999 up to the \$25,000 minimum, to increase the \$0 funded applicant with the highest recommendation to \$25,000, or to increase funding for projects of a particular

importance to the collaborative's mission. Applicants that have received a funding recommendation of \$0 are still voters and may participate in negotiations.

If the draft budget amount is in excess of the total blocked funds, then it will be necessary to negotiate where the cuts will be made to meet the funding block. Bear in mind that any project recommended for greater than \$0 funding must be recommended for at least \$25,000 by the completion of the final budget.

Once negotiations are complete, the chair will prepare a budget for submission to the CD Steering Committee. If the collaborative recommends any project for \$0 funding, or an increase or decrease of more than 5% of the current program budget, the collaborative must provide a brief written explanation for these decisions on the budget submitted to CD Steering Committee. Any changes to the collaborative allocations occurring after the submission of the collaborative budgets, such as an increase or reduction in the overall grant from HUD, will be applied proportional to the collaborative budget recommendations.

Submission to Community Development:

Each collaborative will submit their final budget recommendations. Email is the preferred method of submission, to facilitate uniform formatting by CD staff for distribution to the Steering Committee.

Lobbying:

Lobbying Steering Committee members, City Council members, and/or the Mayor in regards to the CDBG Social Services Funding is prohibited during the course of the application process. The 32nd Year application period is from the Letter of Intent release on September 13, 2005 through City Council's Final Budget decision on or about June 20, 2006. Agencies or entities in violation of this lobbying prohibition will be disqualified from funding consideration.

STAFF REVIEW PROCESS

Community Development staff will perform a detailed technical review of each proposal. This review will incorporate determination of agency and project eligibility, and include comments on past agency performance, proper completion of the application, and errors and inconsistencies in the proposal. These comments will be provided to both the collaboratives and the Steering Committee for their use in reviewing the proposals.

STEERING COMMITTEE REVIEW PROCESS

Prior to their formal review of the proposals, the Steering Committee will be provided with the complete application packets for all social services funding requests. Steering Committee members may contact individual agencies with questions regarding the funding requests.

The Steering Committee will be provided with the results of the CD staff review of the proposals, as well as the recommendations from the collaboratives regarding the distribution of funds. The Steering Committee will follow the Proposal Review Process in the Community Development Citizen Participation Plan. Accordingly, the Steering Committee will hold open meetings to review the social service proposals grouped according to the collaborative categories.

During the meetings for the review of each collaborative category, the Steering Committee will interview the spokesperson for the collaborative and may interview the representative for each application to give the applicants an opportunity to answer questions from staff and Committee members. The Steering Committee will receive oral and written comments from the public regarding the applications.

Note: The Steering Committee has identified the following as concerns that are expected to be included in the discussion of the funding proposals:

- *Volunteerism vs. Paid staff*
- *Total funds requested - history of total CD funding*
- *Community/local support - citizen participation on projects*
- *Consideration for new applicants*
- *Same agency applying to different collaboratives for different services*

- *Non-controversial - staying within community values*
- *Other funding sources*
 - A. *Excessive reliance on CDBG funds*
 - B. *Taxing entities applying*
 - C. *Repetition - # of years with CD*
- *Use of subcontractors*

At the conclusion of the comments, the Steering Committee will then critically review the collaborative recommendations, evaluate the proposals, deliberate and adopt a recommendation for the distribution of the funds under the collaborative category that is being reviewed. Proposals will be evaluated using the following criteria:

- Thoroughness and clarity of the application
- Demonstration of need for the project
- Demonstration of applicant's capacity to perform project
- Cost effectiveness of the project
- Reasonableness of the project budget

In those instances where the Steering Committee and the collaborative recommendations are different, the collaborative may request and be afforded an opportunity to meet with the Steering Committee to discuss the differences for a possible compromise.

PROJECT OUTCOME(S)

The City of El Paso is implementing a performance measurement system to gauge the success of projects awarded funding in its jurisdiction. Therefore, applicants for CDBG funding are now required to address in the application packet the outcome(s) for the proposed project/activity, that is, the benefit(s) that will result from the project/activity after completion. Outcomes describe the impact that will result from the project/activity, and are the benefits to individuals, families, organizations and communities derived from construction of the project or participation in a program or service. All CDBG applicants are expected to state the expected outcome(s) of their project/activity in the application packet, and further, should have the capability to track the outcome(s) over time to report on results if the project/activity is eventually funded. Projects funded in the 32nd year will have a contractual obligation to meet projected outcomes. Further technical assistance on this subject will be provided to funded agencies.

APPEALS PROCESS

Determination of project ineligibility under the Federal or local eligibility requirements is not subject to appeal. However, if an applicant feels that the determination of ineligibility was based on a misunderstanding, they may contact CD staff and request a meeting to further discuss the matter. Such a request must be made in writing within seven (7) days of receiving the disqualification notice, in order to allow the project to be re-integrated into the application process if appropriate.

Determination of non-compliance with process standards or the rules of the collaborative process are subject to appeal. This does not include any protest of the collaborative funding recommendation; this appeals process applies only to alleged process or rules violations. A sub-committee of the Steering Committee will be formed for the purpose of adjudicating appeals. If an applicant wishes to make an appeal in regards to a process decision that has been made regarding a project, the applicant must submit the appeal in writing within seven (7) days of the decision. During the period of the appeal, the decision under appeal will be suspended until the appeal is resolved. If the appeal affects a voting matter, if possible the vote will be delayed until the resolution of the appeal. The brevity of the appeals period is not intended to restrict appeals, but to facilitate the necessarily rapid pace of the overall application process. After hearing the appeal, the Grievance Committee will determine whether or not a violation occurred and make a recommendation for correction. This could include the collaborative meeting to correct the error, changes to the process for the future, or any other recommendation that would prevent a recurrence of the problem. The Grievance Committee's decision and the results of corrective action will be reported to the full body of the Steering Committee at their next regular meeting. This is a report only and will not require Steering Committee action.

An applicant that wishes to appeal the funding recommendation of the collaborative will be given an opportunity to present their position to both the full Steering Committee and City Council during the regularly scheduled budget hearings. Such presentations will not be considered to be a violation of the lobbying prohibition.

EXIT CONFERENCE

An exit conference will be offered to those agencies whose projects are not funded following the final City Council Budget Hearing. The purpose of this conference will be capacity building and a discussion of alternative resources and approaches.

NEIGHBORHOOD ASSOCIATION MEETINGS

As a condition of eligibility to apply in the next funding cycle, each currently funded **program** must make a presentation about their work to at least one of the registered Neighborhood Associations. For more information about these Neighborhood Associations contact:

Mark Alvarado
Community and Human Development Neighborhood Liaison
2 Civic Center Plaza, 8th Floor
El Paso, Texas 79901
Ph. 541-4918, fax 541-4028
Email: alvaradomm@elpasotexas.gov
Website: <http://www.elpasotexas.gov/neighborhoodsfirst/default.asp>

After the presentation, each program will submit a brief (one page) report with their regular monthly billing describing the association, number in attendance, location, date, time, and content of the presentation. A copy of this report must also be submitted with the Letter of Intent for the next funding cycle. Funded programs are encouraged to provide presentations to more than one Neighborhood Association each year, and we welcome additional reports.

CONTACT INFORMATION

Please provide all information requested in this package. Follow the application format and restrict your responses to the space provided. Failure to meet all the rules and requirements of this application packet and process may result in your application not being accepted for consideration. If you have any questions, or you require assistance in completing this package, please contact:

Michele Ellington or Judy Sarabia, Grants Planners
Grants and Program Administration Division
City Hall - 2 Civic Center Plaza - Eighth Floor
El Paso, TX 79901-1196
or call (915) 541-4371/4059 V/TDD, Fax 541-4370
or e-mail EllingtonME@ci.el-paso.tx.us

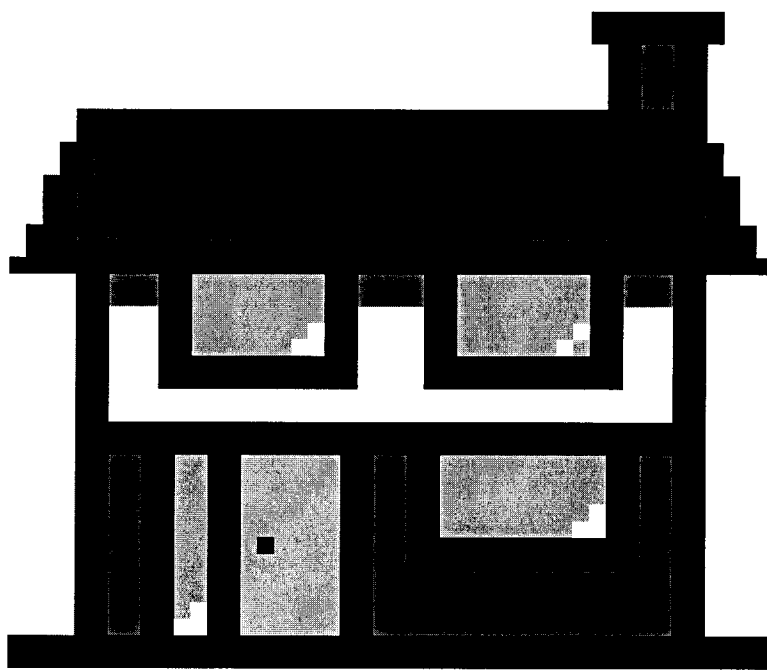


CITY OF EL PASO

DEPARTMENT OF COMMUNITY & HUMAN DEVELOPMENT

HOUSING (CDBG) PROGRAM PROPOSAL PACKET

32nd YEAR (2006-2007)



CLOSING DATE: JANUARY 13, 2006

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
THIRTY-SECOND YEAR (2006-2007) FUNDING APPLICATION
HOUSING PROJECTS**

The City of Paso expects to receive approximately \$9 million in Community Development (CD) funds from the U.S. Department of Housing and Urban Development (HUD) for the 32nd Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2006. Approximately \$3 million will be available for new projects. The City's Department of Community and Human Development is soliciting funding proposals from interested public and private entities for the use of these funds.

This application packet has been developed for funding requests for Housing Projects and Housing Services Projects. Provided below is a description of the housing activities that will be considered by the City for CDBG funding in the 32nd Program Year, as well as an explanation of the Community Development National Objectives and other eligibility requirements. The review process and evaluation criteria are also described below.

Due to limited CDBG funding and federal regulations that impose a cap on administrative/planning expenses, the City will only consider "Planning" projects designed specifically to assist with the goals and objectives of the City's Ten-Year Strategic Plan entitled **Border Solutions: Ending Chronic Homelessness in El Paso, Texas**. A copy of this Plan may be obtained from the City's Department of Community and Human Development at the address listed in this packet.

The deadline for submittal of proposals for the 31st Program Year is ***January 13, 2006***. All proposals must be received by the Department of Community and Human Development, 8th Floor, #2 Civic Center Plaza, El Paso, Texas 79901, no later than 5:00 p.m. on Friday, January 13, 2006 in order to be considered for funding. **There will be no extensions of this deadline.** Applications lacking the required information as of the January 13, 2006 deadline, **will not be considered for 32nd Year funding.**

The Department of Community and Human Development (DCHD) will conduct a **mandatory** Training Workshop on the CDBG Housing Proposals Application at 1:30 p.m. ***on Tuesday, October 4, 2005***, in the Community Development Department Conference Room, 8th Floor, City Hall, #2 Civic Center Plaza.

Attendance at the training workshop is required in order to be considered for funding. The Executive Director, a Program Director, or the Grants Writer must represent the agency. ***Please bring your Housing Application Packet with you.***

ELIGIBLE ACTIVITIES

Because of the reduction in CDBG funds that the City has experienced over the last several years, the housing activities that the City will consider for funding under the 32nd Program Year will be restricted to the activities listed below. *(While the use of the 32nd Program Year funds is limited, there are other ways property owners and applicants may access funds for housing projects. The City's Housing Rehabilitation Program offers funds for the rehabilitation of single-family owner-occupied and tenant-occupied dwelling units. Community Housing Development Organizations (CHDO's) may access a HOME set aside for CHDO's for new construction projects, and the City administers a First-Time Homebuyer Assistance Program. More information on these programs is available at the Housing Programs Division of the Department of Community and Human Development, 541-4639.)*

Applications will be considered for the following types of housing projects in the 32nd Year CDBG Program:

Closing Date: January 13, 2005

- **Site acquisition only** for projects that will produce new rental housing units for low and moderate-income persons or families - provided all other financing for the project is firmly committed.
- **Rehabilitation** that produces new housing units for special needs populations: the elderly, the homeless, and persons with disabilities. Such project applications must involve supportive services for the targeted population and include a plan as to how services will be provided.
- **New construction by Community-Based Development Organizations (CBDOs)** that produces new units for special needs populations: elderly, the homeless, and persons with disabilities. Such project applications must involve supportive services for the targeted population and include a plan as to how services will be provided.
- **Housing Services**

Additional information on the definition of these various categories under the CDBG regulations is provided below:

Site Acquisition:

Community Development funds may be used by public agencies and private non-profit entities to acquire by purchase or long-term lease (15 years or longer) property which will be rehabilitated and used or sold for residential purposes which meet a national objective of the Community Development Program. Community Development funds may be provided for acquisition of vacant property for the construction of new housing when the construction will be carried out by a CBDO or an entity qualified under the criteria described above. When the new housing construction will **not** be carried out by one of these eligible entities, Community Development funds may be used for site acquisition **ONLY IF** no Community Development funds will be used in the construction or design of the housing; in these cases, the applicant must provide written commitments for funding sources that will be used for construction, and verification of fairmarket value of the property.

Housing Rehabilitation:

Community Development funds may be used to finance the rehabilitation of privately-owned residential buildings, low-income public housing and other publicly-owned residential buildings for special needs populations. Community Development funds may also be used for the renovation of closed (vacant, unused) buildings for housing. Rehabilitation activities may include improvements to increase the efficient use of energy and water, the removal of architectural barriers, and historical preservation (see **special notes**, page 12). Design may also be an eligible cost under Rehabilitation.

New Housing Construction:

It is important to note that new housing construction is an ineligible activity under Community Development regulations **UNLESS** carried out by a **Community-Based Development Organization (CBDO)**. The definition of a CBDO is provided in Attachment A, page 14.

Community Development regulations require that all new housing construction activities carried out by a CBDO must be shown to contribute to neighborhood revitalization, which means that, at a minimum, the housing must be located in a Community Development-eligible area. A copy of the map showing Community Development eligible areas is provided as Attachment B, page 15. Applicants wishing to pursue funding under this category should consult with the Department of

Community and Human Development to assure that the site selected is in a Community Development-eligible area. As an example, a CBDO housing project could include funds for acquisition, design and new construction.

Housing Services:

CDBG funds may be used to pay for housing services, such as housing counseling in connection with tenant-based rental assistance and affordable housing projects assisted under Title II of the Cranston-Gonzalez National Affordable Housing Act, energy auditing, preparation of work specifications, loan processing, inspections, tenant selection, management of tenant-based rental assistance and other services related to assisting owners, tenants, contractors, and other entities participating or seeking to participate in housing activities assisted under Title II of the Cranston-Gonzalez National Affordable Housing Act.

ELIGIBLE APPLICANTS

Eligible applicants are public agencies, private non-profit organizations with non-profit tax-exempt status under Section 501(c)(3) of the Internal Revenue Service Code at the time of application, or entities qualifying as eligible under the Community-Based Development Organization (CBDO) criteria.

PARTICIPATION IN HUD PROGRAMS BY FAITH-BASED ORGANIZATIONS; PROVIDING FOR EQUAL TREATMENT OF ALL HUD PROGRAM PARTICIPANTS; FINAL RULE EFFECTIVE OCTOBER 30, 2003

- (1) Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the CDBG Program. Neither the Federal government nor a State or local government receiving funds under CDBG programs shall discriminate against an organization on the basis of the organization's religious character or affiliation.
- (2) Organizations that are directly funded under the CDBG program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded under this part. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under this part, and participation must be voluntary for the beneficiaries of the HUD-funded programs or services.
- (3) A religious organization that participates in the CDBG program will retain its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided that it does not use direct CDBG funds to support any inherently religious activities, such as worship, religious instruction, or proselytization. Among other things, faith-based organizations may use space in their facilities to provide CDBG-funded services, without removing religious art, icons, scriptures, or other religious symbols. In addition, a CDBG-funded religious organization retains its authority over its internal governance, and may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.
- (4) An organization that participates in the CDBG program shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

- (5) CDBG funds may not be used for the acquisition, construction, or rehabilitation of structures to the extent that those structures are used for inherently religious activities. CDBG funds may be used for the acquisition, construction, or rehabilitation of structures only to the extent that those structures are used for conducting eligible activities under this part. Where a structure is used for both eligible and inherently religious activities, CDBG funds may not exceed the cost of those portions of the acquisition, construction, or rehabilitation that are attributable to eligible activities in accordance with the cost accounting requirements applicable to CDBG funds in this part. Sanctuaries, chapels, or other rooms that a CDBG-funded religious congregation uses as its principal place of worship, however, are ineligible for CDBG-funded improvements. Disposition of real property after the term of the grant, or any change in use of the property during the term of the grant, is subject to government-wide regulations governing real property disposition.

Additionally, the City will require that all applicants meet the following standards:

- Applicant must comply with Ordinance 9779 (Non-Discrimination Against Persons with Disabilities). In accordance with City of El Paso Ordinance No. 9779 (Non-Discrimination Against Persons with Disabilities), all facilities and programs receiving funding from the City must be accessible for use by persons with disabilities in terms of employment and service. This means that buildings where the CD funded services or projects are located must be accessible to the persons with disabilities, or have an approved transition plan, before the funding can be approved. Please be advised that every application, in order to be accepted for consideration, must contain the signed Letter of Assurance on page 56 and the fully completed form entitled "Guidelines/Self Evaluation for Community Development and City of El Paso Subrecipients."
- Applicant must **not** have an employee, officer, agent, or anyone who represents the agency in any capacity sitting as a member of the Community Development Steering Committee.
- Applicant must demonstrate adequate management capacity. All applicants must submit with the CDBG funding request a certified audit or audited year-end financial statement completed within the previous 12 months and covering a period ending on a date after January 10, 2005. CDBG allocations are distributed on a reimbursement basis; therefore, all agencies receiving funds must demonstrate the financial capacity to operate the proposed project for a period of at least three months prior to reimbursement.
- Applicants currently receiving Community Development funds must be in compliance with all terms of any contract received through the Department of Community and Human Development.

COMPLIANCE WITH NATIONAL OBJECTIVES

In order to be eligible for funding, every Community Development project must fulfill at least **one** of the **three national objectives** of the Community Development Block Grant Program:

- (1) benefit to low- and moderate-income persons;
- (2) elimination of slums or blight; or,
- (3) alleviation of an urgent community development need.

Low and moderate-income is defined as 80% of median income. Current income guidelines are provided in Attachment C, page 16.

Projects for the **elimination of slums or blight** may only be carried out in areas that have been

designated as such by the City Council, and the project must be designed to address one or more of the conditions, which contributed to the deterioration of the area.

An **urgent community development** need must be of recent origin (within past 18 months from date of application), and pose a serious and immediate threat to the health or welfare of the community. The applicant must be unable to finance the project on its own and no other sources of funding the project must be available.

Under federal regulations, at least 70% of all Community Development projects must meet the low- and moderate-income benefit criteria. **In order for housing activities to meet the low- and moderate-income benefit objective, the housing must be occupied by low- and moderate-income persons after completion of the CDBG-assisted project. Community Development regulations require that the rental units be occupied at affordable rents. Housing costs are considered affordable if they constitute no more than 30% of household income. The housing costs that will be considered by the City for the purpose of this application to be affordable for the various family sizes and income levels are listed on page 6 of these Application Guidelines. For owner-occupied projects, the City strongly recommends that the PITI (principal, interest, taxes and insurance) of for-sale houses should constitute no more than 30% of the household income of the low- and moderate-income homebuyers. Exceptions for owner-occupied housing may be recommended by the Director of Community and Human Development depending on the special circumstances of the project.**

PRIORITIES

In order to meet the primary housing needs and objectives identified in the City's Consolidated Plan for 2005 - 2010, special priority will be assigned to the following:

Projects in which 50% or more of the dwelling units are designed to be affordable to low-income households (50% of median income) or extremely low-income families (30% of median income). Please refer to page 7.

Projects in which 50% or more of the dwelling units are three bedrooms or larger in size.

Projects that provide housing for a special needs population (homeless, elderly, individuals with physical, mental or emotional impairments, development disabilities or chronic mental illness), IE the proposal includes a plan for supportive services for the target population.

CBDO Projects that involve new construction of detached single-family housing (located in an established residential neighborhood in proximity to schools, parks, public transportation and shopping) for home ownership, rental or lease to purchase.

INFORMATION FOR APPLICANTS

The City of El Paso's mission is to meet the needs for decent housing, a suitable environment, and to expand economic opportunities of the City's low and moderate income population by integrating the economic and human development needs and strategies of the community in a five year-plan.

Because the demand for CDBG funds typically exceeds the amount of funding available and this is a competitive application process, the City of El Paso will evaluate the degree to which a proposed project responds to the high priorities of the City's Consolidated Plan 2005 - 2010 and the Department of Housing and Urban Development's (HUD) strategic Goals and policy priorities.

Five Year Consolidated Plan – High Priorities

- Improvements to Public Facilities -
- Neighborhood Centers – Senior, handicapped, youth and child care centers
- Public Facilities – Homeless, neighborhood, parks, recreational, and health facilities
- Street Improvements – to include sidewalks, drainage improvements, lighting and wheelchair ramps
- Housing Related
 - Direct Homeownership Assistance
 - Construction of Housing
 - Multi-Unit Residential Rehabilitation
 - Public Housing Modernization
 - Rehabilitation of Other Publicly Owned Buildings for Special Needs Populations
 - Energy Efficiency Improvements
 - Removal Of Architectural Barriers
 - Historic Preservation

The City of El Paso will strive to meet HUD's strategic goals and policy priorities listed below:

U S Department of Housing and Urban Development (HUD) Strategic Goals:

1. Increase homeownership
2. Promote decent affordable housing
3. Strengthen communities
4. Ensure equal opportunity in housing
5. Promote participation of grass-roots faith –based and other community-based organizations

U S Department of Housing and Urban Development (HUD) Policy Priorities:

1. Provide increased homeownership and rental opportunities for low and moderate-income persons, persons with disabilities, the elderly, minorities, and families with limited English proficiency
2. Improving our nation's communities
3. Encouraging accessible design features
4. Providing full and equal access to grass-roots faith-based and other community-based organization in HUD Program Implementation
5. Participation of minority-serving institutions to HUD programs
6. Ending chronic homelessness
7. Removal of barriers to affordable housing
8. Participation in Energy Star (save money and energy in HUD assisted and financed housing)

SPECIAL CONSIDERATIONS

A. Special Consideration

Special consideration will be given to projects where the applicant provides a **written commitment** from other funding sources for a cost contribution of 10% or more of the project cost.

MINIMUM ACCEPTABLE UNIT SIZE AND OTHER DESIGN REQUIREMENTS

The El Paso City Council has established the following minimum size standards for all residential

properties constructed or substantially rehabilitated with Community Development funds (all projects proposed under this application must meet these size requirements):

Single room occupancy -	125 sq. ft. (rehab) and 150 sq. ft. (new construction)
Efficiency -	300 sq. ft.
One bedroom -	450 sq. ft.
Two-bedrooms -	750 sq. ft.
Three-bedrooms -	900 sq. ft.

Additional specific items which are required to be included in housing units and therefore should be included in the cost estimate are: adequate cooling systems (excluding window units) for each unit rehabilitated, adequate kitchen cabinet storage and food preparation area, adequate closet space in each bedroom, backsplash installed above the kitchen and bathroom sinks, range hood (unvented at minimum), and heavy gauge sturdy screen doors. Optional items include refrigerators and stoves.

AFFORDABILITY CRITERIA

The following monthly housing costs (all utilities paid including appliances) will be considered to be affordable to the income levels indicated:

Moderate Income - 80% of median income

Efficiency -	\$463
One Bedroom -	\$497
Two Bedrooms -	\$598
Three Bedrooms -	\$682
Four Bedrooms -	\$741

Low income - 50% of median income

Efficiency -	\$371
One Bedroom -	\$397
Two Bedrooms -	\$477
Three Bedrooms -	\$551
Four Bedrooms -	\$615

Extremely Low Income - 30% of Median Income

Efficiency -	\$234
One Bedroom -	\$262
Two Bedrooms -	\$295
Three Bedrooms -	\$371
Four Bedrooms -	\$442

For homeownership projects, the calculation of the housing cost should include principal, interest, taxes and insurance. For rental projects, the calculation of the cost should include all utilities or an allowance for utilities paid by the tenant (Attachment D, page 17).

FINANCIAL TERMS

Applicants may request loans or loan/grants to carry out the housing proposals. **Applicants for housing projects (other than housing services) will be expected to repay a minimum of 10% of the Community Development funding to the City at 0% interest for a period of 20 years.** The funds requested may constitute the entire project cost or may be used to offset a portion of the cost of a project.

Aside from the repayment policy cited above, applicants are allowed the discretion of determining the financial terms they wish to request for Community Development-funded housing activities. The financial terms selected should be designed to ensure the affordability of the dwelling units, while allowing the project sponsor a fair return on any investment. Every applicant must submit a five-year proforma (project income and expense statement.) The City will review the budget and proforma to assure that the projected rates of return are reasonable and that applicants are not

receiving excessive profits or windfalls from the project. **The City reserves the right to negotiate with the applicant to identify a reasonable repayment of funds to the City. The City maintains the discretion to approve, modify, or reject the financing terms proposed by the applicant.**

While matching funds are not required, any applicant that provides a written commitment from other funding sources for 10% or more of the project cost will be given additional consideration in the evaluation process.

EVIDENCE OF PROJECT VIABILITY

The time frame for the 32nd Year of the CDBG Program is September 1, 2006 to August 31, 2007. In order to comply with expenditure requirements imposed by HUD, all 32nd Year projects should be substantially completed by the end of the program year on August 31, 2007. If City Council decides to award funding in phases, the phase funded in the 31st Year must be substantially completed by August 31, 2007, and all subsequent phases must be substantially completed during the program year in which they are funded.

City Council has adopted the following policies and procedures to assure that proposed 32nd Year projects are feasible and can be substantially completed during the program year:

Site Acquisition

No applications involving site acquisition will be considered unless the following conditions are met:

Applicants must either hold clear title to the proposed project site (s) by the January 13, 2005, deadline for application submission, or request full CD funding for the land acquisition. The only exception would be an application for the use of CD funds as partial funding for site acquisition, **if** the applicants present documentation by January 13, 2006, that the remaining funds for the acquisition are firmly committed and available. Applicants will be required to place in an escrow account any cash funds to be used for site acquisition at the time of closing on the CDBG documents.

All applicants requesting CDBG funds for site acquisition must present a valid Option to Purchase the proposed project site at a fair market price **by January 13, 2006.**

For this funding cycle, the City will consider land acquisition for projects that will create new housing units for tenants or owners only **if all other project costs** have been committed.

Zoning

The zoning for the proposed project must be appropriate as of the application deadline. The appropriateness of the zoning must be verified (**in writing**) by the City's Zoning Administrator, located in the Department of Planning, Research and Development, 2nd Floor - City Hall and included in the CDBG application packet.

Flood Zone

All applicants must include with the CDBG application a flood plain map for the site(s) proposed to be assisted with CDBG funds. If the property or properties are located in a flood zone, the proposed project may not be necessarily excluded from obtaining CDBG funding, but certain precautionary measures may need to be taken in implementing the project that may affect the project budget. Applicants must contact Mr. Robert Gott in the Department of Community and Human Development at 541-4248 to obtain a copy of the flood plain map and information on

the precautionary measures that need to be taken if the property or properties are located in a flood zone.

Project Alternatives

Identify and briefly describe a minimum of three alternatives that were considered in developing the proposed project location. Some examples could be rehabilitating an existing building for housing instead of constructing a new building; expanding an existing facility instead of constructing a new building; etc. This requirement does not apply to Housing Services related proposals.

Collateral

The Community Development investment must be 100% collateralized with the value of the property to be improved or constructed and/or other source of acceptable collateral. The value of the collateral

must be greater or equal to the total Community Development investment. An appraisal of the property to be improved or constructed will be required prior to finalization of the loan or loan/grant between the applicant and the City.

Applicants will be expected to provide proof with the application that adequate collateral to support the CD fund award is available, if the CD request is approved. Adequate collateral may be provided in the form of a Promissory Note secured by a Deed of Trust for real property, by an irrevocable Letter of Credit for the term of the Forgivable Loan/Direct Loan, or by an Escrow Agreement for the term of the Forgivable Loan/Direct Loan. Applicants must provide documentation by **the application deadline** that the proposed collateral will be equal in value to the proposed CDBG investment.

The only exception to this requirement is for certain public entities, which are prohibited from providing collateral pursuant to state and/or federal laws and regulations.

Matching Funds

Applicants must provide documentation by the application **deadline** that any matching funds proposed for the project are firmly committed and available. Applicants will be required to place any matching cash funds in an escrow account at the time of closing on the CDBG award documents.

Applicant Capacity

At the time of submission of the application, the applicant must identify an experienced staff person or representative who will carry out the CDBG activity, if the funding is approved.

Schedule

Applicants must provide an acceptable schedule of tasks involved in carrying out the proposed project, which indicates that the CD project can be substantially completed by August 31, 2007. This schedule will be incorporated in the Forgivable Loan/Direct Loan or Grant Agreement should the CD funds be awarded. Failure to comply with the schedule could result in the revocation of the funding award by the City Council. In the event of revocation of the funding by the City Council, the applicant agrees and acknowledges that the applicant will not be entitled to any costs or damages from the City. A list of typical milestones involved in the

implementation of a standard housing project is provided below. Since circumstances vary, the applicant should coordinate with staff from the Department of Community and Human Development to assure that the applicant's schedule incorporates tasks suitable to the particular proposal.

Task (if applicable)

- Agency completes review of City's CDBG loan/grant documents.
- Agency provides all materials required for closing on City's CDBG loan/grant documents.
- Closing occurs.
- Agency contracts with appraiser (if applicable).
- Agency completes land acquisition.
- Agency completes architect/engineer selection.
- Agency contracts with architect/engineer.
- Agency completes project design.
- Agency completes bid phase.
- Agency completes contractor selection.
- Agency finalizes construction contract.
- Agency completes construction.
- Agency completes occupancy of housing.

Acceptance of Terms and Conditions

All applicants must submit with the application an Acceptance of Conditions and Terms Form, Attachment E, page 18, signed by an authorized representative of the applicant.

OTHER REQUIREMENTS

The applicant must comply with all City Housing and Building Codes, including City, State and Federal handicapped accessibility, lead based paint, and historic preservation requirements.

In accordance with the City's Anti-Displacement Strategy, projects that involve the displacement of low- and moderate-income tenants should be avoided. If displacement is unavoidable, all tenants who are permanently or temporarily displaced as a result of a Community Development-funded project must be provided financial and advisory benefits as described in the City's Anti-Displacement Strategy. Tenants occupying a structure become eligible for these benefits at the time an application is submitted to the City. Applicants should consult with staff of the Department of Community and Human Development early in the project development stage in order to assure that these requirements are met and that adequate funds are included in the project budget.

Applications for rehabilitation or new construction must be accompanied by an estimate signed by an architect or engineer legally registered in the State of Texas.

All housing activities involving rehabilitation or new construction will be required to be designed by an architect or engineer legally registered in the State of Texas.

Davis-Bacon wages will apply to any construction activities involving eight or more units. The project will be monitored to assure that the general contractor and subcontractors pay the required wages.

The applicant must comply with the Fair Housing Act, Executive Order 11063 (Equal Opportunity in Housing), the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and Executive Order 11246 (Equal Employment Opportunity).

Project sponsors will be required to develop and implement Affirmative Marketing policies and procedures.

ELIGIBILITY REVIEW

This package has been designed to obtain all the information necessary for a complete and fair analysis of each project proposed for Community Development funding. After the deadline for the submission of proposals, the Department of Community and Human Development will review all proposals received for eligibility. A list of eligible and ineligible proposals will be submitted to the City Council and the Community Development Steering Committee no later than February 21, 2006. Agencies submitting applications that do not meet the minimum eligibility criteria will be notified of ineligibility to apply for Community Development funding. **(Applicants should consult with Kevin S. Pitts, Grants Planner, at the Department of Community and Human Development (541-4891) well in advance of the submission deadline to see if the proposed project meets the eligibility criteria).**

COMPLETENESS AND SUPPORTING DOCUMENTATION

Please provide all information requested in this application packet; failure to do so will result in your application not being accepted for consideration. All applications must be complete as of the January 13, 2006 deadline in order to be considered for funding. All of the applicable supporting documentation must be submitted with the Community Development funding application in order for the application to be complete. (Attachment ?H, pages 27-29, is the Completeness Checklist that the Department of Community and Human Development will use to review Housing applications).

PROJECT OUTCOME(S)

The City of El Paso is implementing a Performance Measurement System (Attachment ?G, pages 20-25) to gauge the success of projects awarded funding in its jurisdiction. Therefore, applicants for CDBG funding are now required to address in the application packet the outcome(s) for the proposed project/activity, that is, the benefit(s) that will result from the project/activity after completion. Outcomes describe the impact that will result from the project/activity, and are the benefits to individuals, families, organizations and communities derived from construction of the project or participation in a program or service. All CDBG applicants are expected to state the expected outcome(s) of their project/activity (in the Anticipated Project Outcomes Worksheet, page 26), and further, should have the capability to track the outcome(s) over time to report on results if the project/activity is eventually funded.

EVALUATION CRITERIA - HOUSING PROJECTS

The staff of the Department of Community and Human Development will conduct a technical review on each complete, eligible application received during the 32nd Year (2006-2007) Community Development application process. The results of these reviews will be submitted to the Community Development Steering Committee during the Steering Committee's deliberation on the proposals. The funding requests will be evaluated utilizing the following criteria:

A. Budget

Is the budget provided adequately documented, reasonable and appropriate?
Are the budget line items realistic and justified?

B. Community Development Objectives and Housing Priorities

To what extent does the project address the Community Development objective of
Closing Date: January 13, 2005

improving the quality of life for low-income persons?

Does the project meet one or more of the Priorities for Housing Projects?

C. Feasibility

Does the applicant demonstrate that the project is feasible to implement? (This includes documentation of availability of all funds required to carry out the project and demonstration of site control or availability.)

D. Experience

Does the applicant demonstrate that it has experience in carrying out the type of housing project proposed in this application?

- Applicant demonstrates considerable experience (three or more previous successful projects) in development and administration of housing projects.
- Applicant demonstrates experience (two previous successful projects) in the development and administration of housing projects.

E. Applicant Performance

Has the applicant previously implemented projects of a similar nature?

Has the applicant provided evidence that adequate operational funds are available at a minimum for the first year of operation?

Has the applicant demonstrated satisfactory performance in administering a previously funded Community Development project, if applicable?

F. Applicant Contribution

The applicant proposes to repay more than the required minimum 10% repayment cited under the Financial Terms section of this application package:

Repayment of 50% or more of CDBG funds?

Repayment of 40% to 49% of CDBG funds?

Repayment of 20% to 39% of CDBG funds?

G. Special Considerations

- Has the applicant provided written commitment from other funding sources for more than 10% of the project costs?

STEERING COMMITTEE REVIEW PROCESS

The Department of Community and Human Development staff will conduct a technical review of the eligible, complete funding applications. The results of the staff review will be provided to the Steering Committee. The Steering Committee will follow the Proposal Review Process outlined in the Community Development Citizen Participation Plan. The Steering Committee will then submit a recommendation to the City Council.

City Council will make the **final decision** on the projects to be funded in the 32nd Year Community Development Program, and the CDBG budget will be included in the Annual Action Plan which constitutes the City's annual consolidated application that is submitted to HUD for three formula grants: the Community Development Block Grant (CDBG), the HOME Investment Partnerships Grant, and the Emergency Shelter Grant (ESG). On Tuesday, May 9, 2006, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2006-2007, which will be advertised

for public review and comment for 30 days. City Council is tentatively scheduled to adopt the final Action Plan on Tuesday, June 27, 2006.

Please provide all information requested in this application packet including the items requested in this informational section and throughout the application packet, failure to comply will result in your entire application not being accepted for consideration. If an item does not apply, place "N/A" in the space of the appropriate line item. If you have any questions, or need assistance in completing this package, please contact:

Mr. Kevin S. Pitts, Grants Planner
Telephone No. (915) 541-4643

For additional information regarding Ordinance No. 9779, you may contact ADA Compliance Coordinator, Community and Human Development Department, 8th Floor, El Paso City Hall, Two Civic Center Plaza, El Paso, TX, telephone number 541-4243.

SPECIAL NOTES:

The Department of Community & Human Development has an existing program under HOME for investor-owned and single-family owner-occupied rehabilitation. Therefore, we will **not** consider investor-owned or single-family owner-occupied rehabilitation under this CDBG process.

For this funding cycle, the City will consider land acquisition for projects that will create new housing units for tenants or owners if **all other project costs** have been committed.

Special needs populations – City will consider land acquisition and construction/rehabilitation for projects that will construct new units of housing exclusively serving special needs populations: elderly, homeless, persons with disabilities. Project must include a plan and funding commitment to provide services to the targeted population.

APPROPRIATENESS OF APPLICATION PACKET

This packet has been developed to serve funding requests for Housing Projects. Applicants requesting assistance for **other** CDBG program funding should contact the following appropriate offices:

Project Description	Appropriate Application Packet	Contact
Economic Development Projects - Technical Assistance to Micro-Enterprises	Technical Assistance Packets	Community Development Office 8th Floor, City Hall #2 Civic Center Plaza (915) 541-4643
Acquisition, construction or rehabilitation of emergency homeless shelters, group homes, out-patient or in-patient treatment centers, etc.	Public Facilities Application Packet	Community Development Office 8th Floor, City Hall #2 Civic Center Plaza (915) 541-4643
Project related to the delivery of public services	Social Services Application Packet	Community Development Office 8th Floor, City Hall #2 Civic Center Plaza (915) 541-4378

SUBMISSION DEADLINE

DEADLINE FOR SUBMISSION OF COMMUNITY DEVELOPMENT HOUSING APPLICATIONS IS 5:00 P.M. ON JANUARY 13, 2006. APPLICATIONS MUST BE RECEIVED BY THE DEADLINE DATE

Closing Date: January 13, 2005

AND TIME IN ORDER TO BE CONSIDERED. APPLICATIONS CAN BE DELIVERED OR MAILED TO THE FOLLOWING ADDRESS:

**DEPARTMENT OF COMMUNITY AND HUMAN DEVELOPMENT - CITY HALL
TWO CIVIC CENTER PLAZA – 8TH FLOOR
EL PASO, TEXAS 79901-1196**

Applicants should submit the **original and two (2) copies** of materials requested on page 26 and pages 30 through 62 and one copy of required attachments (such as By-laws, Audit, Articles of Incorporation, etc.). **The City of El Paso reserves the right to request any additional information as may be required for an analysis of the proposed project.**

For additional information, please contact Ms. Eleanor Love, Senior Grants Planner, or Mr. Robert Soto, Housing Programs Administrator, in the Department of Community and Human Development, at (915) 541-4643.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
THIRTY-SECOND YEAR (2006-2007) FUNDING APPLICATION**

PUBLIC FACILITIES PROJECTS

The City of Paso expects to receive approximately \$9 million in Community Development (CD) funds from the U.S. Department of Housing and Urban Development (HUD) for the 32nd Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2006. Approximately \$3 million will be available for new projects. The City's Department of Community and Human Development is soliciting funding proposals from interested public and private entities for the use of these funds. Applicants will be required to provide 20% of the cost of the CDBG project in cash from a non-CDBG funding source.

This application packet has been developed for funding requests for Public Facilities Projects. Provided below is a description of the types of activities that will be considered by the City for CDBG funding under this category in the 32nd Program Year, as well as an explanation of the Community Development National Objectives and other eligibility requirements. The review process and evaluation criteria are also described below.

Due to limited CDBG funding and federal regulations that impose a cap on administrative/planning expenses, the City will only consider "Planning" projects designed specifically to assist with the goals and objectives of the City's Ten-Year Strategic Plan entitled **Border Solutions: Ending Chronic Homelessness in El Paso, Texas.** A copy of this Plan may be obtained from the City's Department of Community and Human Development at the address listed in this packet.

The deadline for submittal of proposals for the 32nd Program Year is Friday, January 13, 2006. All proposals must be received by the Department of Community and Human Development, 8th Floor, #2 Civic Center Plaza, El Paso, Texas 79901, no later than 5:00 p.m. on Friday, January 13, 2006 in order to be considered for funding. There will be no extensions of this deadline. Applications lacking the required information as of the Friday, January 13, 2006 deadline, will not be considered for 32nd Year funding.

The Department of Community and Human Development (DCHD) will conduct a **mandatory** training workshop for Public Facilities applicants on:

**WEDNESDAY, SEPTEMBER 28, 2005 AT 9:00 A.M.
in the Community Development Conference Room,
on the Eighth Floor of City Hall, #2 Civic Center Plaza.**

Attendance at the training workshop is required in order to be considered for funding. The executive director, a program director, or the grant writer must represent the department at the workshop. Please bring your Public Application packet with you.

ELIGIBLE ACTIVITIES

The City's 32nd Year Community Development funds may be used for a wide range of activities related to **public facilities** including construction, reconstruction, rehabilitation, or installation of public facilities; removal of architectural barriers and historic preservation.

Acquisition of Real Property Will Not Be Considered For Funding: Due to the limited CDBG funding that may be available, proposals involving the purchase of real property (land and/or buildings) will not be considered for 32nd Year CDBG funding. For real property (land and/or building) that is going to be constructed, rehabilitated or improved the applicant must provide title information to verify that the applicant owns the real property to be assisted with CDBG funds. If the real property is under lease, a copy of the lease agreement must be provided to verify that the property is leased for 15 years or more after the estimated completion of the proposed project. If property is to be acquired through a lease arrangement, the proposed lease agreement must be included with the CD application.

Operation of Public Facilities: When public facilities are owned by nonprofit entities they must be open for use by the general public during all normal hours of operation. Reasonable fees may be charged for the use of the facilities assisted with CDBG funds, but charges, such as excessive membership fees, which have the effect of precluding low and moderate-income persons from using the facilities, are not permitted.

Shelters: Facilities designed for use in providing shelter for persons having special needs, such as homeless shelters, battered spouse shelters, halfway houses for runaway children, and group homes for persons with mental disabilities, are considered public facilities and are covered by this application packet.

PROJECT MEASUREMENT OUTCOME(S)

The City of El Paso is implementing a performance measurement system to gauge the success of projects awarded funding in its jurisdiction. Therefore, applicants for CDBG funding are now required to address in the application packet the outcome(s) for the proposed project/activity, that is, the benefit(s) that will result from the project/activity after completion. Outcomes show how the project benefits a community or people served. All CDBG applicants are expected to state the expected outcome(s) of their project/activity in the application packet, and further, should have the capability to track the outcome(s) over time to report on results if the project/activity is eventually funded.

ELIGIBLE APPLICANTS

Eligible applicants are public agencies or private non-profit organizations with non-profit tax-exempt status under Section 501(c)(3) of the Internal Revenue Service Code at the time of application. Private non-profits must provide the Internal Revenue Service (IRS) letter certifying the 501(c)(3) status and the signed and completed Assurance of Applicant Eligibility for Non-Profit Organizations on page 35.

PARTICIPATION IN HUD PROGRAMS BY FAITH-BASED ORGANIZATIONS; PROVIDING FOR EQUAL TREATMENT OF ALL HUD PROGRAM PARTICIPANTS; FINAL RULE EFFECTIVE OCTOBER 30, 2003

- (1) Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the Community Development Block Grant (CDBG) program. Neither the Federal government nor a State or local government receiving funds under CDBG programs shall discriminate against an organization on the basis of the organization's religious character or affiliation.

- (2) Organizations that are directly funded under the CDBG program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded under this part. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under this part, and participation must be voluntary for the beneficiaries of the HUD-funded programs or services.
- (3) A religious organization that participates in the CDBG program will retain its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided that it does not use direct CDBG funds to support any inherently religious activities, such as worship, religious instruction, or proselytization. Among other things, faith-based organizations may use space in their facilities to provide CDBG-funded services without removing religious art, icons, scriptures, or other religious symbols. In addition, a CDBG-funded religious organization retains its authority over its internal governance, and may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.
- (4) An organization that participates in the CDBG program shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.
- (5) Community Development (CD) grants may not be used for the acquisition, construction, or rehabilitation of structures to the extent that those structures are used for inherently religious activities. CD grants may be used for the acquisition, construction, or rehabilitation of structures only to the extent that those structures are used for conducting eligible activities under this part. Where a structure is used for both eligible and inherently religious activities, CD grants may not exceed the cost of those portions of the acquisition, construction, or rehabilitation that are attributable to eligible activities in accordance with the cost accounting requirements applicable to CD grants in this part. Sanctuaries, chapels, or other rooms that a CDBG-funded religious congregation uses as its principal place of worship, however, are ineligible for CDBG-funded improvements. Disposition of real property after the term of the grant, or any change in use of the property during the term of the grant, is subject to government-wide regulations governing real property disposition.

Additionally, the City will require that all applicants meet the following standards:

- Applicant must comply with Ordinance 9779 (Non-Discrimination Against Persons with Disabilities). In accordance with City of El Paso Ordinance No. 9779 (Non-Discrimination Against Persons with Disabilities) all facilities and programs receiving funding from the City must be accessible for use by persons with disabilities in terms of employment and service. This means that buildings where the CD funded services or projects are located must be accessible to persons with disabilities, or have an approved transition plan, before the funding can be approved. Please be advised that every application, in order to be accepted for consideration, must contain the signed and completed Assurance of Compliance with Ordinance No. 9779, page 36; and Accessibility/Letter of Assurance on page 37.
- Applicant must not have an employee, officer, agent, or anyone who represents the agency in any capacity sitting as a member of the Community Development Steering Committee.

- Applicant must demonstrate adequate management capabilities. All applicants must submit with the CDBG funding request a certified audit or audited year-end financial statement completed within the previous 12 months and covering a period ending on a date after January 10, 2005. CDBG allocations are distributed on a reimbursement basis. Therefore, all agencies receiving funds must demonstrate the financial capacity to operate the proposed project for a period of at least three months prior to reimbursement.
- Applicants currently receiving Community Development funds must be in compliance with all terms of any contract through the Community and Human Development Department and have been in good standing during the program year.

COMPLIANCE WITH NATIONAL OBJECTIVES

All Community Development projects must fulfill at least one of the three national objectives of the Community Development Block Grant Program: (1) benefit to low- and moderate- income persons; (2) elimination of slums or blight; or, (3) alleviation of an urgent community development need.

Low and moderate income is defined as 80% of median income. Current income guidelines are provided on page 45. Public facilities projects may meet the low- and moderate- income objective by either area benefit or limited clientele benefit.

Area benefit may be established if the public facility or improvement will be used for a purpose that benefits **all** the residents of a particular area in which at least -60% of the residents are low and moderate income. Applicants seeking to qualify a project as area benefit should contact the Department of Community and Human Development to assure that the population of the designated service area meets the low and moderate-income requirements. Projects that will be used by a citywide population will not qualify under this criterion.

Limited clientele benefit may be established if the public facility or improvement will be used for an activity that benefits a specific group of people, at least 60% of whom are low and moderate income persons. Applicants seeking to qualify a project under this criterion must substantiate that at least 60% of the beneficiaries of the project will be low- and moderate- income, either through income eligibility requirements, or by obtaining information on family size and income of all beneficiaries. **If use of the public facility is restricted to specific income groups, the applicant must provide, as supporting documentation, a copy of the income guidelines that are used to certify income eligibility.**

Certain groups are currently presumed by HUD to meet the low- and moderate-income criterion: abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults, persons living with AIDS and migrant farm workers. A project that exclusively benefits one of these groups may qualify as limited clientele benefit. A project may be of such a nature and location that it may be concluded that the activity's clientele will primarily be low- and moderate- income persons.

Projects for the **elimination of slums or blight** may only be carried out in areas that have been designated as such by the City Council and the project must be designed to address one or more of the conditions that contributed to the deterioration of the area.

An **urgent community development need** must be of recent origin (within the past 18 months from date of application) and pose a serious and immediate threat to the health or welfare of the community. The applicant must be unable to finance the project on its own and other sources for funding the project must be unavailable.

Applicants should consult with Eleanor Love, Interim Senior Grants Planner, at the Department of Community and Human Development (541-4643) well in advance of the submission deadline to see if the proposed project meets the eligibility criteria.

INFORMATION FOR APPLICANTS

The City of El Paso's mission is to meet the needs for decent housing, a suitable environment, and to expand economic opportunities of the City's low and moderate income population by integrating the economic and human development needs and strategies of the community in a five year-plan.

Because the demand for CDBG funds typically exceeds the amount of funding available and this is a competitive application process, the City of El Paso will evaluate the degree to which a proposed project responds to the high priorities of the City's Consolidated Plan 2005 - 2009 and the Department of Housing and Urban Development's (HUD) strategic Goals and policy priorities.

Five Year Consolidated Plan – High Priorities

Improvements to Public Facilities -

- Neighborhood Centers – Senior, handicapped, youth and child care centers
- Public Facilities – Homeless, neighborhood parks, recreational, and health facilities
- Street Improvements – to include sidewalks, drainage improvements, lighting and wheelchair ramps

The City of El Paso will strive to meet HUD's strategic goals and policy priorities listed below:

U S Department of Housing and Urban Development (HUD) Strategic Goals:

1. Increase homeownership
2. Promote decent affordable housing
3. Strengthen communities
4. Ensure equal opportunity in housing
5. Promote participation of grass-roots faith –based and other community-based organizations

U S Department of Housing and Urban Development (HUD) Policy Priorities:

1. Provide increased homeownership and rental opportunities for low and moderate-income persons, persons with disabilities, the elderly, minorities, and families with limited English proficiency
2. Improving our nation's communities
3. Encouraging accessible design features
4. Providing full and equal access to grass-roots faith-based and other community-based organization in HUD Program Implementation
5. Participation of minority-serving institutions to HUD programs
6. Ending chronic homelessness
7. Removal of barriers to affordable housing
8. Participation in Energy Star (save money and energy in HUD assisted and financed housing)

FINANCIAL TERMS

Applicants may request a direct loan, a loan to be paid back in cash in accordance with a specified payment schedule or a forgivable loan or a combination thereof. Applicants for projects which produce income for the project sponsor may be asked to repay a portion of the Community Development funding to the City based upon a financial analysis of the project. A forgivable loan is a loan that is paid back by fulfilling the CDBG terms of the forgivable loan that generally will involve using the facility for its stated purpose for a specified period of time. **The CDBG funds requested may be used to offset up to 80% of the total project cost.** Applicants are given the opportunity to recommend to the City of El Paso financing terms for any CDBG direct loan requested for the proposed project. However, the City of El Paso maintains the discretion to approve, modify, or reject the financing terms proposed by the applicant.

EVIDENCE OF PROJECT VIABILITY

The time frame for the 32nd Year of the CDBG Program is September 1, 2006 to August 31, 2007. In order to comply with expenditure requirements imposed by HUD, all 32nd Year projects should be substantially completed by the end of the program year on August 31, 2007. If City Council decides to award funding in phases, the phase funded in the 32nd Year must be substantially completed by August 31, 2007, and all subsequent phases must be substantially completed during the program year in which they are funded.

City Council has adopted the following policies and procedures to assure that proposed 32nd Year projects are feasible and can be substantially completed during the program year:

Required Cash Match

Applicants must provide 20% of the CDBG project cost in cash from non-CD funding sources. Evidence of the availability of the other funding source(s) must be presented with the CDBG application. Applicants will be required to place any matching cash funds in an escrow account at the time of closing on the CDBG award documents.

Site Control

For real property (land and/or building) that is going to be constructed, rehabilitated or improved, the applicant must provide title information to verify that the applicant owns the real property to be assisted with CDBG funds. If the real property is under lease, a copy of the lease agreement must be provided to verify that the property is leased for 15 years or more after the estimated completion of the proposed project. If property is to be acquired through a lease arrangement, the proposed lease agreement must be included with the CD application.

Zoning

The zoning for the proposed project must be appropriate for the proposed project as of the application submission deadline of January 13, 2006. A letter from the Zoning Administrator certifying the appropriateness of the zoning for the CDBG project proposed *must be* included with the CDBG application. Note: Projects without the appropriate zoning **at the time of application submission will be ineligible for funding.**

Flood Zone

All applicants must include with the CDBG application a flood plain map for the site(s) proposed to be assisted with CDBG funds. If the property or properties are located in a flood zone, the proposed project may not be necessarily excluded from obtaining CDBG funding, but certain precautionary measures may need to be taken in implementing the project that may affect the project budget. Applicants must contact Ms. Roxanne Varela in the Department of Community and Human Development at 541-4155 to obtain a copy of the flood plain map and information on the precautionary measures that need to be taken if the property or properties are located in a flood zone.

Project Alternatives

Identify and briefly describe a minimum of three alternatives that were considered in developing the proposed project. Some examples could be rehabilitating and existing building instead of constructing a new building; expanding an existing facility instead of constructing a new building; relocating the services to be provided by the proposed project to a different location other than the proposed site, etc.

Collateral

The Community Development fund award must be collateralized with the value of the property to be improved or constructed and/or other source of acceptable collateral. The value of the collateral must be greater or equal to the total Community Development final award. For real property to be improved a preliminary report on the present value of the property in the form of a Market Analysis, certified audit report or a report from the El Paso Central Appraisal District (EPCAD) needs to be included with the CDBG application. A full appraisal of the property to be improved or constructed will be required prior to execution of the loan or loan/grant between the applicant and the City.

Applicants will be expected to provide proof with the application that adequate collateral to support the CDBG fund award is available if the CDBG request is approved. Adequate collateral may be provided in the form of a Promissory Note secured by a Deed of Trust for real property, by an irrevocable Letter of Credit for the term of the Payback/Forgivable Loan, or by an Escrow Agreement for the term of the Payback/Forgivable Loan. Applicants must provide documentation by January 13, 2006 that the proposed collateral will be equal in value to the proposed CDBG investment.

The only exception to this requirement is for certain public entities (i.e. school districts) that are prohibited from providing collateral pursuant to state and/or federal laws and regulations.

Applicant Capacity

In the CDBG application the applicant agency must describe the agency's previous experience, if any, in implementing projects such as the one being proposed. Implementation means carrying out the project from design through completion of construction. If the agency has no experience in this regard, will the services of a consultant with appropriate experience be obtained? The applicant must also state the agency's experience in administering the type of services that will be provided in the rehabilitated, or newly constructed facility accomplished through the proposed project. If the applicant agency has previously administered a CDBG

funded project a description of the project needs to be provided including the CDBG grant amount, and the year that the CDBG grant was awarded.

Schedule

Because of the scarcity of CDBG funding, it is expected that most projects initiated in the 32nd Year will be implemented in phases over one or two years phase 1 – design; and phase 2 – construction. Applicants must provide an acceptable schedule of tasks involved in carrying out the proposed project that indicates that the 32nd Year phase of the CD project can be substantially completed by August 31, 2007, and that phase 2 could be completed by August 31, 2008. A project schedule will be incorporated in the Loan Agreement should the CDBG funds be awarded. Failure to comply with the schedule could result in the revocation of the funding award by the City Council. In the event of revocation of the funding by the City Council, the applicant agrees and acknowledges that the applicant will not be entitled to any costs or damages from the City.

A list of typical milestones involved in the implementation of a standard public facility project is provided below. Since circumstances vary, the applicant should coordinate with staff from the Department of Community and Human Development to assure that the applicant's schedule incorporates tasks suitable to the particular proposal.

Task Schedule Example

Task	Task Completion Date
Agency completes review of City's CDBG loan documents.	XXX
Agency provides all materials/documents required for closing on City's CDBG loan.	XXX
Closing occurs.	XXX
Agency contracts with appraiser (if applicable).	XXX
Agency completes architect/engineer selection.	XXX
Agency contracts with architect/engineer.	XXX
Agency completes project design.	XXX
Agency completes bid phase.	XXX
Agency completes contractor selection.	XXX
Agency finalizes construction contract.	XXX
Agency completes construction.	XXX
Agency completes occupancy of facility	XXX

Acceptance of Terms and Conditions

All applicants must submit with the application an Acceptance of Conditions and Terms Form, page 34, signed by an authorized representative of the applicant.

OTHER PROJECT IMPLEMENTATION ISSUES

The applicant must comply with all City Housing, Building and Zoning Codes, including City, State and Federal handicapped accessibility and historic preservation requirements.

Important: In accordance with the City's Anti-Displacement Strategy, projects that involve the displacement of low- and moderate-income tenants should be avoided. If displacement is unavoidable, all tenants who are permanently or temporarily displaced as a result of a Community Development-funded project must be provided financial and advisory benefits as described in the City's Anti-Displacement Strategy. Tenants occupying a structure become eligible for these benefits at the time an application is submitted to the City. Applicants should consult with staff of the Department of Community and Human Development early in the project development stage in order to assure that these requirements are met and that adequate funds are included in the project budget.

All public facilities activities involving rehabilitation or new construction will be required to be designed by an architect or engineer licensed in the State of Texas.

Davis-Bacon wages will apply to any public facility construction/rehabilitation activities. The project will be monitored to assure that the general contractor and subcontractors pay the required wages.

The applicant must comply with the Fair Housing Act, Executive Order 11063 (Equal Opportunity in Housing), the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and Executive Order 11246 (Equal Employment Opportunity). Agencies operating programs/services in CD funded facilities, as applicable, will be required to develop and implement Affirmative Marketing policies and procedures.

COMPLETENESS AND SUPPORTING DOCUMENTATION

All applications must be complete as of the January 13, 2006 deadline in order to be considered for funding. All of the applicable supporting documentation must be submitted with the Community Development funding application in order for the application to be complete. (Attachment B, pages 14 and 15, is the Completeness Checklist that the Department of Community and Human Development will use to review Public Facilities applications.)

EVALUATION CRITERIA

The staff of the Community and Human Development Department will conduct a technical review on each complete and eligible application received during the 32ND Year (2006-2007) Community Development application process. The results of these reviews will be submitted to the Community Development Steering Committee during the Steering Committee's deliberation on the proposals. The funding requests will be evaluated utilizing the following criteria:

A. Nature and Severity of the Problem

- Has the applicant clearly described and documented the Community Development problem that the project will address?
- Does the problem constitute a threat to safety and/or health?
- Does the problem result in property damage?
- Does the problem constitute a blighting influence in the community?
- Does the problem constitute an inconvenience?
- Does the project address an under-served population or area of the City?

- In the case of a proposed new public facility, have all alternatives been explored?
- Do proposed services duplicate other projects in the community?
- Is there citizen support for the proposal?
- How does the project relate to the other CD projects, accomplished or proposed in the same area?
- Has the applicant demonstrated that there are no other funding sources for the amount requested?

B. Community Development Objectives

- Does the project conform to HUD's policy priorities, strategic goals and the City's high priorities?
- Does the project address basic needs such as food, shelter or health?
- What other needs does the project address?
- What population group does the project serve?
- How is this population currently served by the CD Program or by other funding sources?
- In the case of an existing facility, will the project result in better or increased utilization of the facility by low-income persons?
- Will the new facility result in the provision of new or expanded services to low- and moderate-income persons?

D. Applicant Capacity and Performance

- Has the applicant previously implemented projects of a similar nature? If not, will the applicant obtain the services of a consultant with appropriate experience?
- If the project will involve operation of a public facility and/or delivery of a service after the project is completed, does the applicant demonstrate adequate experience in these areas?
- Has the applicant provided evidence that adequate operational funds are available at a minimum for the first year of operation?
- Has the applicant demonstrated satisfactory performance in administering a previously funded Community Development project (if applicable)?
- Has the applicant demonstrated the ability to complete previously funded projects in a timely manner (if applicable)?

E. Feasibility

- Has the applicant provided documentation to verify that the agency has adequate cash from non-CDBG sources to cover at least 20% of the total project cost ?
- Are the budget line items realistic and justified? Is the budget adequate?
- Is the project free from potential impediments and detrimental environmental conditions?
- If any impediments exist, has the applicant satisfactorily explained how it will overcome them?

- If funded, will the applicant be able to complete the entire project, or each phase of the project in the case of phased projects, in a timely manner in order to meet the expenditure and timeliness requirements mandated by the U.S. Department of Housing and Urban Development?

F. Cost of the Project

- How does the cost of the project compare to the number of individuals it will benefit?
- How does the project cost relate to the severity of the problem (high cost of a project that corrects a problem that threatens safety and health vs. high cost for a project that addresses a problem that causes inconvenience)?
- Is there any other less expensive acceptable solution?

ELIGIBILITY AND COMPLETENESS REVIEW

These application guidelines have been designed to obtain all the information necessary for a fair analysis of each project proposed for Community Development funding. After the January 13, 2006 deadline for the submission of proposals, the Department of Community and Human Development will review all proposals received for completeness and eligibility. A list of eligible and ineligible proposals will be submitted to the City Council and the Community Development Steering Committee no later than Tuesday, February 21, 2006. Agencies submitting applications that do not meet the minimum eligibility criteria will be notified of ineligibility to apply for Community Development funding.

STEERING COMMITTEE REVIEW PROCESS

The Department of Community and Human Development staff will conduct a technical review of the eligible and complete funding applications. The results of the staff review will be provided to the Steering Committee. The Steering Committee will follow the Proposal Review Process outlined in the Community Development Citizen Participation Plan. The Steering Committee will then submit a recommendation to the City Council.

CITY COUNCIL ACTION

City Council will make the final decision on the projects to be funded in the 32nd CDBG Program, and the CDBG budget will be included in the Annual Action Plan which constitutes the City's annual consolidated application that is submitted to HUD for three formula grants: the Community Development Block Grant (CDBG), the HOME Grant, and the ESG Grant. On Tuesday, May 9, 2006, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2006-2007, which will be advertised for public review and comment for 30 days. City Council is tentatively scheduled to adopt the final Action Plan on Tuesday, June 27, 2006.

Please provide all information requested in this application packet; failure to do so will result in your application not being accepted for consideration. If an item does not apply, place an "N/A" in the space of the appropriate line item. If you have any questions, or need assistance in completing this application, please contact:

Eleanor Love, Senior Grants Planner
Department of Community and Human Development
El Paso City Hall
#2 Civic Center Plaza - 8th Floor
El Paso, Texas 79901-1196
Telephone No. (915) 541-4244

For additional information regarding Ordinance No. 9779 you may contact the ADA Accessibility Coordinator, Mr. William Bennett, Community and Human Development, 8th Floor, El Paso City Hall, Two Civic Center Plaza, El Paso, TX, telephone number (915) 541-4243.

APPROPRIATENESS OF APPLICATION PACKET

This packet has been developed to serve funding requests from a public agency or a private non-profit organization for Public Facilities. Applicants seeking assistance for construction or rehabilitation or expansion of homeless shelters, group homes, out-patient or in-patient treatment centers, etc., must also use this application packet.

Applicants requesting assistance for housing projects for, construction or rehabilitation activities must use the Community Development Housing Projects application packet to request assistance. Applicants requesting funding for economic development projects and micro enterprise assistance projects must use the Economic Development Projects and Micro Enterprise Assistance Projects application packet. Applicants requesting assistance for projects related to the delivery of public services must use the Social Services Project application packet.

The Housing, Public Facilities, and Economic Development application packets can be obtained from the Community Development Office located on the 8th Floor of the El Paso City Hall, Two Civic Center Plaza, El Paso, TX, and telephone number 541-4643. The Social Services application packet can be obtained from the Community Development Social Services Administration Office located on the 8th Floor of the El Paso City Hall, telephone number 541-4378.

Applicants should submit the original and two copies of materials requested on pages 16 through 32 and one copy of required attachments (such as By-laws, Audit, Articles of Incorporation, Assurances, etc.).

DEADLINE FOR SUBMISSION OF COMMUNITY DEVELOPMENT FUNDING APPLICATIONS IS 5:00 P.M. ON FRIDAY, JANUARY 13 2006. APPLICATIONS AND ALL REQUIRED ATTACHMENTS MUST BE RECEIVED BY THE DEADLINE DATE AND TIME IN ORDER TO BE CONSIDERED. APPLICATIONS CAN BE DELIVERED TO THE FOLLOWING ADDRESS:

**DEPARTMENT OF COMMUNITY AND HUMAN DEVELOPMENT
EL PASO CITY HALL – 8TH FLOOR
TWO CIVIC CENTER PLAZA
EL PASO, TEXAS 79901-1196**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
THIRTY-SECOND YEAR (2006-2007) FUNDING APPLICATION**

ECONOMIC DEVELOPMENT MICROENTERPRISE ASSISTANCE PROJECT

The City of Paso expects to receive approximately \$9 million in Community Development (CD) funds from the U.S. Department of Housing and Urban Development (HUD) for the 32nd Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2006. Approximately \$3 million will be available for new projects. The City's Department of Community and Human Development is soliciting funding proposals from interested public and private entities for the use of these funds.

This application packet has been developed for funding requests for Economic Development Projects. Provided below is a description of the types of activities that will be considered by the City for CDBG funding under this category in the 32nd Program Year, as well as an explanation of the Community Development National Objectives and other eligibility requirements. The review process and evaluation criteria are also described below.

The deadline for submittal of proposals for the 32nd Program Year is Friday, January 13, 2006. All proposals must be received by the Department of Community and Human Development, 8th Floor, #2 Civic Center Plaza, El Paso, Texas 79901, no later than 5:00 p.m. on Friday, January 13, 2006 in order to be considered for funding. There will be no extensions of this deadline. Applications lacking the required information as of the Friday, January 13, 2006 deadline, will not be considered for 32nd Year funding.

The Department of Community and Human Development (DCHD) will conduct a **mandatory** training workshop for Economic Development applicants on:

**WEDNESDAY, SEPTEMBER 28, 2005 AT 1:30 P.M.
in the Community Development Conference Room,
on the Eighth Floor of City Hall, #2 Civic Center Plaza.**

Attendance at the training workshop is required in order to be considered for funding. The executive director, a program director, or the grant writer must represent the entity at the workshop. Please bring your Economic Development Microenterprise Assistance Project application packet with you.

ELIGIBLE ACTIVITIES

Through this CDBG funding application the City of El Paso is requesting proposals from qualified agencies that can provide business management and technical assistance services to microenterprises or persons developing a microenterprise within the City of El Paso.

The service provider(s) of microenterprise assistance will be responsible for providing the following specific services:

- Marketing and recruitment of microenterprises or persons developing a microenterprise;
- Individual business needs assessment;
- Design and implementation of appropriate business management and technical assistance for microenterprises; and
- Provide any business development materials and resources necessary to conduct assistance and/or business development training services.

DEFINITIONS:

“Micro-enterprise” means a business having five or fewer employees, one or more of whom owns the business.

“Person developing a micro-enterprise” means any person who has expressed an interest and who is, after an initial screening, expected to be actively working towards developing a business that is expected to be a micro-enterprise at the time it is formed.

TYPES OF ELIGIBLE MICRO-ENTERPRISES:

The following types of microenterprises are eligible for assistance under this CDBG Economic Development Microenterprise Assistance Project application packet:

Low- to Moderate- Income (L/M) Area Benefit: The microenterprise provides services to a specified residential area of which at least 60% of the residents of the area are L/M income residents.

L/M Income Limited Clientele: The person owning or developing a microenterprise is a L/M income person.

L/M Income Jobs: The microenterprise focuses on the creation or retention of jobs, 60% or more of which will benefit L/M income persons.

Marketing and Recruitment of Micro-Enterprises

The service provider will be responsible for marketing the microenterprise assistance project to the residents of the City of El Paso. These marketing efforts could include, but are not limited to, the following: direct mail contact, personal presentations to microenterprises or business group settings, and referrals from other agencies.

Individual Business Assessment

The service provider shall conduct an individual business assessment prior to the initiation of the business development program that will determine the needs and the level of need an individual microenterprise possesses. Based on the results of the assessment prospective microenterprises can be provided with the appropriate management and technical assistance or business-training program. If, for any reason, the level of expertise of the microenterprise participant(s) is below the level necessary for existing microenterprise assistance programs, a referral will be made by the service

provider to coordinate the placement of the individual business participant(s) in an appropriate educational course or program for assistance by a different agency.

After an initial visit with the microenterprise, the service provider will be responsible for determining exactly what service(s) is needed and what approach will best serve the needs of the microenterprise.

Micro-enterprise Assistance Program Design

A microenterprise assistance program will be designed based on the information obtained from the individual business needs assessment. Part of the microenterprise program design will include an implementation plan establishing individual microenterprise goals and objectives, and a time frame for each of these to be accomplished. During the assistance/training period, the service provider must provide documentation to the Department of Community and Human Development, supporting the satisfactory completion of the assistance/training program. Microenterprise assistance programs to be conducted may include, but not be limited to, the following:

- How to expand an Existing Business
- How to start a New Business
- Marketing and Sales Development
- Advertising and Promotion Development
- Business Research and Planning
- General Business Management
- Capital Formation and Business Loans
- Computerization for a Micro-enterprise
- Accounting and Taxation Training, i.e. Payroll and Sales
- Government Procurement and Contracting Assistance
- Human Resource Management
- Inventory Management Quality Control Implementation

PROJECT OUTCOME(S)

The City of El Paso is implementing a performance measurement system to gauge the success of projects awarded funding in its jurisdiction. Applicants for CDBG funding are required to address in the application packet the outcome(s) for the proposed project/activity, that is, the benefit(s) that will result from the project/activity after completion. At a minimum, the project outcomes should address the following:

- The number of microenterprises that requested assistance;
- The number of microenterprises approved for assistance;
- The number of microenterprises that completed the assistance program successfully;
- The number of microenterprises that increased employment levels as a result of the microenterprise assistance;
- The number of jobs created as a result of the microenterprise assistance;
- The number of assisted microenterprises that retained employees as a result of the microenterprise assistance;
- The number of jobs retained as a result of the microenterprise assistance provided;

- The number of assisted microenterprises that increased skill levels as a result of the assistance provided;
- The number of assisted microenterprises that increased revenue; and,
- Overall successes and problems of the microenterprise assistance program detailed by the service provider.

COMPLIANCE WITH NATIONAL OBJECTIVES

The CDBG National Objective to be addressed through the Economic Development Microenterprise Assistance Program is **Activities Benefiting Low- and Moderate-Income Persons**.

ELIGIBLE APPLICANTS

Eligible applicants are public agencies and private non-profit organizations with non-profit tax-exempt status under Section 501(c)(3) of the Internal Revenue Service (IRS) Code at the time of application.

PARTICIPATION IN HUD PROGRAMS BY FAITH-BASED ORGANIZATIONS; PROVIDING FOR EQUAL TREATMENT OF ALL HUD PROGRAM PARTICIPANTS; FINAL RULE EFFECTIVE OCTOBER 30, 2003

- (1) Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the Community Development Block Grant (CDBG) program. Neither the Federal government nor a State or local government receiving funds under CDBG programs shall discriminate against an organization on the basis of the organization's religious character or affiliation.
- (2) Organizations that are directly funded under the CDBG program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded under this part. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under this part, and participation must be voluntary for the beneficiaries of the HUD-funded programs or services.
- (3) A religious organization that participates in the CDBG program will retain its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided that it does not use direct CDBG funds to support any inherently religious activities, such as worship, religious instruction, or proselytization. Among other things, faith-based organizations may use space in their facilities to provide CDBG-funded services, without removing religious art, icons, scriptures, or other religious symbols. In addition, a CDBG-funded religious organization retains its authority over its internal governance, and may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.

- (4) An organization that participates in the CDBG program shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.
- (5) Community Development (CD) grants may not be used for the acquisition, construction, or rehabilitation of structures to the extent that those structures are used for inherently religious activities. CD grants may be used for the acquisition, construction, or rehabilitation of structures only to the extent that those structures are used for conducting eligible activities under this part. Where a structure is used for both eligible and inherently religious activities, CD grants may not exceed the cost of those portions of the acquisition, construction, or rehabilitation that are attributable to eligible activities in accordance with the cost accounting requirements applicable to CD grants in this part. Sanctuaries, chapels, or other rooms that a CDBG-funded religious congregation uses as its principal place of worship, however, are ineligible for CDBG-funded improvements. Disposition of real property after the term of the grant, or any change in use of the property during the term of the grant, is subject to government-wide regulations governing real property disposition.

FINANCIAL TERMS

Applicants may request a grant or direct loan or combination thereof. A direct loan is a loan to be paid back in cash in accordance with a specified payment schedule.

EVIDENCE OF PROJECT VIABILITY

The time frame for a program year of the CDBG 32nd Year (2006-2007) Program is September 1, 2006 to August 31, 2007. In order to comply with expenditure requirements imposed by HUD, all program year projects should be substantially completed by the end of the program year on August 31, 2007.

PROJECT IMPLEMENTATION ISSUES

The applicant must comply with all City Codes, including City, State and Federal handicapped accessibility and historic preservation requirements.

Additionally, the City will require that all applicants meet the following standards:

- Applicant must comply with Ordinance 9779 (Non-Discrimination Against Persons with Disabilities). In accordance with City of El Paso Ordinance No. 9779 (Non-Discrimination Against Persons with Disabilities) all facilities and programs receiving funding from the City must be accessible for use by persons with disabilities in terms of employment and service. This means that buildings where the CD funded services or projects are located must be accessible to persons with disabilities, or have an approved transition plan, before the funding can be approved. Please be advised that every application, in order to be accepted for consideration, must contain the signed and completed Assurance of Compliance with Ordinance No. 9779, Accessibility/Letter of Assurance on page 46.

- Applicant must not have an employee, officer, agent, or anyone who represents the agency in any capacity sitting as a member of the Community Development Steering Committee.
- Applicant must demonstrate adequate management capabilities. All applicants must submit with the CDBG funding request a certified audit or audited year-end financial statement completed within the previous 12 months and covering a period ending on a date after January 13, 2006. CDBG allocations are distributed on a reimbursement basis. Therefore, all agencies receiving funds must demonstrate the financial capacity to operate the proposed project for a period of at least three months prior to reimbursement.
- Applicants currently receiving Community Development funds must be in compliance with all terms of any CDBG contract and have been in good standing during the program year.
- The applicant must comply with the Fair Housing Act, Executive Order 11063 (Equal Opportunity in Housing), the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and Executive Order 11246 (Equal Employment Opportunity). Agencies operating programs/services in CD funded facilities, as applicable, will be required to develop and implement Affirmative Marketing policies and procedures.

COMPLETENESS AND SUPPORTING DOCUMENTATION

All applications must be complete as of the January 13, 2006 deadline in order to be considered for funding. All of the applicable supporting documentation must be submitted with the Community Development Block Grant funding application in order for the application to be complete.

PROPOSAL NARRATIVE REQUIREMENTS

General

Prospective service providers need to submit information specifically requested in this CDBG application packet. The response should be presented in a detailed and concise manner. Service providers will need to include a description(s) of other types of funding and/or other funding sources that may be available to microenterprises. Additionally, applicants should provide information that illustrates what resources/assets they seek to leverage the CDBG funding.

The following information needs to be addressed in the proposal narrative:

Previous Experience

- Present a list of 3 to 5 previously completed projects for which the applicant organization has provided assistance to a microenterprise (as defined by HUD) or a small business, and the success ratio resulting from the assistance.
- Provide name, location, and contact name of the microenterprises (as defined by HUD) or small businesses assisted. Provide details on the type of assistance requested and completed.

- Identify the major staff participants in the projects mentioned above. Identify their role and give an overview of their qualifications. Mention all accreditations of major staff participants involved in the project.
- Note any accreditation/certification obtained by the applicant organization in providing assistance to a microenterprise (as defined by HUD) or small.

Scope of services

- Provide a comprehensive listing of the type of assistance that the applicant agency has the expertise to provide.
- Provide an implementation plan for the assistance proposal that includes the use of resources, activities and a timeline for goals to be accomplished.
- Provide rationale on the feasibility and management of the program's implementation plan.
- Provide a method for gathering the information for jobs created or retained from the microenterprises after assistance has taken place.
- Provide a method for gathering the information for increased skill levels obtained the microenterprise participants after assistance has taken place.
- Provide a method for gathering increased revenue production data from the microenterprises after assistance has taken place.

ELIGIBILITY AND COMPLETENESS REVIEW

These application guidelines have been designed to obtain all the information necessary for a fair analysis of each project proposed for CDBG funding. After the January 13, 2006 deadline for the submission of proposals, the Department of Community and Human Development will review all proposals received for completeness and eligibility. A list of eligible and ineligible proposals will be submitted to the City Council and the Community Development Steering Committee no later than Friday, February 21, 2006. Agencies submitting applications that do not meet the minimum eligibility criteria will be notified of ineligibility to apply for CDBG funding.

STEERING COMMITTEE REVIEW PROCESS

The Department of Community and Human Development staff will conduct a technical review of the eligible and complete funding applications. The results of the staff review will be provided to the Steering Committee. The Steering Committee will follow the Proposal Review Process outlined in the Community Development Citizen Participation Plan. The Steering Committee will then submit a recommendation to the City Council.

CITY COUNCIL ACTION

City Council will make the final decision on the projects to be funded in the 32nd Year (2006-2007) Community Development Program, and the CDBG budget will be included in the Annual Action Plan which constitutes the City's annual consolidated application that is submitted to the Department of Housing and Urban Development (HUD) for three formula grants: the Community Development Block Grant (CDBG), the HOME Grant, and the Emergency Shelter Grant (ESG). On May 9, 2006, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2006-2007 that will be advertised for public review and

comment for 30 days. City Council is tentatively scheduled to adopt the final Action Plan on Tuesday, June 27, 2006.

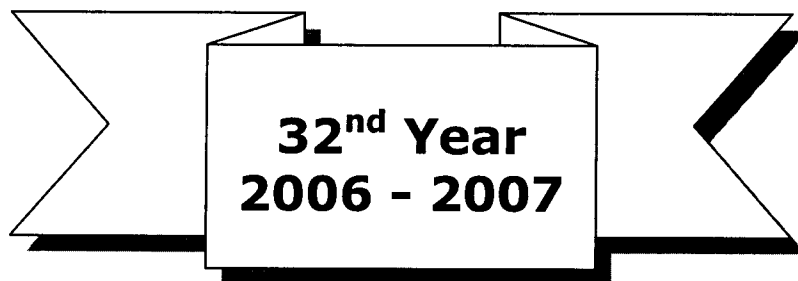
Please provide all information requested in this application packet; failure to do so will result in your application not being accepted for consideration. If an item does not apply, place an "N/A" in the space of the appropriate line item. If you have any questions, or need assistance in completing this application, please contact:

Thomas Serrano, Senior Grants Planner,
Department of Community and Human Development
El Paso City Hall
#2 Civic Center Plaza - 8th Floor
El Paso, Texas 79901-1196
Telephone No. (915) 541-4642.

For additional information regarding Ordinance No. 9779 you may contact the ADA Accessibility Coordinator, Mr. William Bennett, Community and Human Development, 8th Floor, El Paso City Hall, Two Civic Center Plaza, El Paso, TX, telephone number (915) 541-4243.



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM



DEPARTMENTAL APPLICATION PACKET FOR

PUBLIC FACILITIES AND IMPROVEMENTS

CLOSING DATE for Pre-Applications: Friday, January 13, 2006

Final deadline for Cost Estimates: Tuesday, February 28, 2006

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
CITY DEPARTMENT PUBLIC FACILITIES AND IMPROVEMENTS PROJECTS
THIRTY-SECOND YEAR (2006-2007) FUNDING APPLICATION**

The City of Paso expects to receive approximately \$9 million in Community Development (CD) funds from the U.S. Department of Housing and Urban Development (HUD) for the 32nd Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2006. Approximately \$3 million will be available for new projects. The City's Department of Community and Human Development is soliciting funding proposals from neighborhood associations, City Representatives, public and private entities, and city departments for the use of these funds.

This application packet has been developed solely for funding proposals from **City Departments** for **Public Facilities and Improvements**. Below is a description of eligible/ineligible activities, and eligibility criteria for Community Development funds.

ELIGIBLE ACTIVITIES

Public Facilities and Improvements: CD funds may be requested to expand an existing facility already owned by the applicant, new construction, reconstruction, rehabilitation or installation of public facilities, removal of architectural barriers and historic preservation.

Due to limited CDBG funding and federal regulations that impose a cap on administrative/planning expenses, the City will only consider "Planning" projects designed specifically to assist with the goals and objectives of the City's Ten-Year Strategic Plan entitled "Border Solutions: Ending Chronic Homelessness in El Paso, Texas." A copy of this Plan may be obtained from the City's Department of Community and Human Development at the address listed in this application packet.

The following types of project proposals WILL NOT be considered for funding in the 32nd Year (2006-2007):

- 1. Proposals involving acquisition of real property (land and/or buildings)**
- 2. Proposal involving the acquisition of land for the construction of street and drainage improvement projects**

If the proposed project is located within the geographical area of a City recognized neighborhood association, the applicant Department must notify the association about the project at an association meeting prior to the consideration of the project by the CD Steering Committee. Applicants may contact Ms. Soraya Ayub, Community Development Neighborhood Relations Coordinator, at 541-4643, for assistance in coordinating their presentation of the proposed project to the appropriate neighborhood association.

The El Paso City Council has established a **limit of no more than sixteen (16) project requests** from any City department. The deadline for receipt of preliminary application proposals for the 32nd Program Year is no later than 5:00 p.m. on Friday, **January 13, 2006**. All pre-applications for 32nd Year (2006-2007) funding must be submitted to the Department of Community and Human Development, 8th Floor, #2 Civic Center Plaza, El Paso, Texas 79901. Applicants will have until **Tuesday, February 28, 2006** to submit the cost estimates for the applications submitted in January. **There will be no extensions of these deadlines.** Any application without a completed cost estimate by the Tuesday, February 28, 2006 deadline will be incomplete and will **not be considered for 32nd Year funding**.

The Department of Community and Human Development will conduct a Public Facilities training workshop on **Wednesday, September 28, 2005 at 9:00 a.m.** in the 8th Floor Conference Room in City Hall. **Attendance at the training workshop is mandatory to be considered for funding.** The department must be represented at the workshop by the department head, a section head, or the grants writer.

OUTCOME MEASUREMENT SYSTEM

The City of El Paso has implemented a performance outcome measurement system to gauge the success of projects awarded funding in its jurisdiction. Applicants for CDBG funding are required to address, in the application packet, the outcome(s) for the proposed project/activity, that is, the benefit(s) that will result from the project/activity after completion. Outcomes show how the project benefits a community or people served. All CDBG applicants should have the capability to track the outcome(s) over time to report on results if the project/activity is funded. Please see **Attachment "B."**

COMPLIANCE WITH NATIONAL OBJECTIVES

All CD projects must fulfill at least **one** of the **three national objectives** of the Community Development Block Grant Program:

- (1) benefit to low and moderate income persons;
- (2) elimination of slums or blight; **or,**
- (3) alleviation of an urgent community development need.

Low and moderate income is defined as 80% of median income. Projects may meet the low and moderate income objective by either area benefit or limited clientele benefit.

Area benefit may be established if the public facility or improvement will be used for a purpose that benefits **all** the residents of a particular area in which at least 60% of the residents are low and moderate income. Applicants seeking to qualify a project as area benefit should contact the Department of Community and Human Development to assure that the population of the designated service area meets the low and moderate income requirements. Projects that will be used by a city-wide population will not qualify under this criterion.

Limited clientele benefit may be established if the public facility or improvement will be used for an activity the benefits of which are limited to a specific group of people, at least 60% of whom are low and moderate income persons. Applicants seeking to qualify a project under this criterion must substantiate that at least 60% of the beneficiaries of the project will be low and moderate income, either through income eligibility requirements, or by obtaining information on family size and income of all beneficiaries. Certain groups are currently presumed by HUD to meet the low and moderate income criterion: abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers. A project may be of such a nature and location that it may be concluded that the activity's clientele will primarily be low and moderate income persons. **If use of the public facility is restricted to specific income groups, the applicant must provide, as supporting documentation, a copy of the income guidelines, which are used to certify income eligibility.**

Projects for the **elimination of slums or blight** may only be carried out in areas, which have been designated as such by the City Council, and the project must be designed to address one or more of the conditions that contributed to the deterioration of the area.

An **urgent community development need** must be of recent origin (within past 18 months from date of application) and pose a serious and immediate threat to the health or welfare of the community. The applicant must be unable to finance the project on its own and no other sources for funding the project must be available.

Applicants should consult with Eleanor Love, Interim Senior Grants Planner, at the Department of Community and Human Development (541-4643) well in advance of the application deadline to see if the proposed project meets the eligibility criteria.

INFORMATION FOR APPLICANTS

The City of El Paso's mission is to meet the needs for decent housing, a suitable environment, and to expand economic opportunities of the City's low and moderate income population by integrating the economic and human development needs and strategies of the community in a five year-plan.

Because the demand for CDBG funds typically exceeds the amount of funding available and this is a competitive application process, the City of El Paso will evaluate the degree to which a proposed project responds to the high priorities of the City's Consolidated Plan 2005 - 2010 and the Department of Housing and Urban Development's (HUD) strategic Goals and policy priorities.

Five Year Consolidated Plan – High Priorities

Improvements to Public Facilities -

- Neighborhood Centers – Senior, handicapped, youth and child care centers
- Public Facilities – Homeless, neighborhood, parks, recreational, and health facilities
- Street Improvements – to include sidewalks, drainage improvements, lighting and wheelchair ramps

The City of El Paso will strive to meet HUD's strategic goals and policy priorities listed below:

U S Department of Housing and Urban Development (HUD) Strategic Goals:

1. Increase homeownership
2. Promote decent affordable housing
3. Strengthen communities
4. Ensure equal opportunity in housing
5. Promote participation of grass-roots faith -based and other community-based organizations

U S Department of Housing and Urban Development (HUD) Policy Priorities:

1. Provide increased homeownership and rental opportunities for low and moderate-income persons, persons with disabilities, the elderly, minorities, and families with limited English proficiency
2. Improving our nation's communities
3. Encouraging accessible design features
4. Providing full and equal access to grass-roots faith-based and other community-based organization in HUD Program Implementation
5. Participation of minority-serving institutions to HUD programs
6. Ending chronic homelessness
7. Removal of barriers to affordable housing
8. Participation in Energy Star (save money and energy in HUD assisted Financed housing)

COMPLETENESS AND SUPPORTING DOCUMENTATION

All applications must be complete as of the February 28, 2006, deadline in order to be considered for funding. All required supporting documentation **must** be submitted with the Community Development funding application in order for the application to be complete. (**Attachment "C"** is the Completeness Checklist that the Department of Community and Human Development will use to review city department applications.)

All applications **must** include the following:

- A. A narrative project description (see page 13 of Application) and all required application forms and attachments.
- B. For projects involving any type of construction activity including rehabilitation of existing facilities or construction of new facilities, City departments must obtain, and submit with this application, a **detailed "Project Cost Summary" prepared by the City's Engineering Department** (including any maps if applicable) and a preliminary sketch of the proposed plans. This cost estimate is necessary in order to assure adequate funding and the ultimate success of any approved project.
- C. If other funding sources (i.e. grant monies, General Revenue funding, etc.) will be used for the project, the City department must submit written documentation to verify that the funding is committed and available.
- D. For projects involving expansion of existing public facilities or construction of new public facilities, a letter from the City's Zoning Administrator, (Planning Department, 2nd Floor of City Hall), stating that the zoning of the site is appropriate for the proposed use, is required and must be submitted with the original application. **Projects that do not have the proper zoning at the time of the application deadline will not be considered for funding and will be deemed ineligible.**
- E. For street improvement projects, written documentation that the proposed project design and estimated lighting cost is acceptable to the City's Traffic Division.
- F. For street improvement projects involving encroachment issues, a written plan describing how the applicant intends to address the encroachment issues with the affected property owners, preferably including proof of correspondence with the said property owners indicating their willingness and cooperation in addressing the street improvements as it pertains to their property(ies).
- G. For projects involving new or expanded public facilities, a written commitment from the appropriate City official (DCM-Financial and Administrative Services or the Director of OMB) that the operating funds will be available once the project is completed.

- H. Any other documentation (such as income guidelines) pertinent to the Community Development funding application.

NOTE: All City departments seeking Community Development assistance for the construction or rehabilitation of real property are encouraged to request cost estimates from the City's Engineering Department well in advance of the application deadline in order to give the Engineering Department a reasonable amount of time for preparation.

EVALUATION CRITERIA

The staff of the Department of Community and Human Development will conduct a technical review on each complete eligible application received during the 32nd Year (2006 - 2007) CD application process. The results of these reviews will be submitted to the Community Development Steering Committee during the Steering Committee's deliberation on the proposals. All funding requests will be evaluated utilizing the following criteria:

A. Nature and Severity of the Problem

- Has the applicant clearly described and documented the problem that the project will address?
- Does the problem constitute a threat to safety and/or health?
- Does the problem result in property damage?
- Does the problem constitute a blighting influence in the community?
- Does the problem constitute an inconvenience?
- Does the project address an under-served population or area of the City?
- In the case of a proposed new public facility, have all alternatives been explored?
- Do proposed services duplicate other projects in the community?
- Is there written evidence that notification of the project proposal was provided to a City recognized Neighborhood Association(s), for the geographical area in which the project would be located?
- How does the project relate to the other CD projects, accomplished or proposed in the same area?
- Has the applicant demonstrated that there are no other funding sources for the amount requested?

B. Community Development Objectives

- To what extent does the project address the Community Development objective of improving the quality of life for low income persons?
- Does the project conform to HUD's policy priorities, strategic goals and the City's high priorities?
- Does the project address basic needs such as food, shelter or health?
- What other needs does the project address?
- What population group does the project serve?
- How is this population currently served by the CD Program or by other funding sources?
- In the case of an existing facility, will the project result in better or increased utilization of the facility by low income persons?
- Will the new facility result in the provision of new or expanded services to low income persons?

C. Applicant Capacity and Performance

- If the project will involve operation of a public facility and/or delivery of a service after the project is completed, does the applicant demonstrate adequate experience in these areas?
- Has the applicant provided documentation to verify that adequate operational funds are available at a minimum for the first year of operation?
- Has the applicant previously implemented projects of a similar nature? (*Implementation means carrying out the project from design through completion of construction.*) If not, will the applicant obtain the services of a consultant with appropriate experience?
- Has the applicant demonstrated satisfactory performance in completing and administering a previously funded Community Development project (if applicable)?

D. Feasibility

- Are the budget line items realistic and justified? Is the budget adequate?
- Is the project free from potential impediments and detrimental environmental conditions (located in a flood zone, appropriate zoning)?
- If any impediments exist, has the applicant satisfactorily explained how it will overcome them?

- If funded, will the City be able to complete the entire project, or each phase of the project in the case of phased projects, in a timely manner (ideally in one year) in order to meet the expenditure and timeliness requirements mandated by the U.S. Department of Housing and Urban Development?

E. Cost of the Project

- How does the cost of the project compare to the number of individuals it will benefit?
- How does the project cost relate to the severity of the problem (high cost of a project which corrects a problem that threatens safety and health vs. high cost for a project which addresses a problem that causes inconvenience?)
- Is there any other less expensive acceptable solution?

ELIGIBILITY REVIEW

This package has been designed to obtain the information necessary for a complete and fair analysis of each project application proposed for Community Development funding. **The City reserves the right to request any additional information that may be necessary for an analysis of the proposed project.**

After the **January 13, 2006**, deadline for the submission pre-applications, the Department of Community and Human Development will finalize eligibility review of all proposals received. A list of eligible and ineligible proposals will be submitted to the City Council and the Community Development Steering Committee no later than **February 21, 2006**. Departments will be notified if a project is determined to be ineligible.

Applicants should consult with Eleanor Love, Interim Senior Grants Planner, at the Department of Community and Human Development (541-4643) well in advance of the deadline for applications to see if the proposed project meets CDBG Program eligibility criteria.)

CD STEERING COMMITTEE REVIEW PROCESS

Community Development staff will conduct a technical review of the eligible funding applications. The results of the staff review will be provided to the CD Steering Committee. The Steering Committee will follow the Proposal Review Process outlined in the Community Development Citizen Participation Plan. After review, the Steering Committee will submit a listing of recommended projects to the City Council.

CITY COUNCIL ACTION

City Council will make the **final decision** on the projects to be funded in the 32nd Year (2006-2007) Community Development Program. The CDBG budget will be included in the Annual Action Plan which constitutes the City's yearly consolidated application that is submitted to HUD for three formula grants: The Community Development Block Grant (CDBG), the HOME Partnerships Investment Grant, and the Emergency Shelter Grant (ESG). On Tuesday, May 9, 2006, City Council is tentatively scheduled to adopt a Proposed Annual Plan for 2006-2007, which will be advertised for public review and comment for 30 days. City Council is tentatively scheduled to adopt the final Action Plan on Tuesday, June 27, 2006.

This packet was developed to serve funding requests from City Departments for construction of new public facilities and construction of improvements to existing public facilities. City Departments requesting assistance for other CDBG Program funding should contact the following appropriate offices:

Project Description	Appropriate Application Packet	Contact
Economic Development – Technical Assistance to Micro-enterprises	Technical Assistance Packets	Community Development Office 8 th Floor El Paso City Hall 2 Civic Center Plaza (915) 541-4643
Housing or Housing Services	Housing Application Packet	Same as above
Projects related to the delivery of public services	Social Services Application Packet	Community Development Social Services Administration 8th Floor of the El Paso City Hall 2 Civic Center Plaza (915) 541-4378

Please provide all information requested in this application packet; failure to do so will result in your application not being accepted for consideration. If an item does not apply, place a "N/A" in the space of the appropriate line item. If you have any questions, or need assistance in completing this application, please contact:

**Ms. Eleanor Love, Interim Senior Grants Planner
Department of Community and Human Development
#2 Civic Center Plaza - 8th Floor
El Paso, TX 79901-1196
Telephone No. (915) 541-4643**

SUBMISSION DEADLINE

- ❖ CLOSING DATE FOR COMMUNITY DEVELOPMENT PUBLIC FACILITIES – DEPARTMENTAL APPLICATIONS IS 5 PM, FRIDAY **JANUARY 13, 2006**
- ❖ FINAL DEADLINE FOR *COST ESTIMATES*: TUESDAY **FEBRUARY 28, 2006**
- ❖ APPLICATIONS MUST BE RECEIVED BY THE DEADLINE DATE AND TIME IN ORDER TO BE CONSIDERED.
- ❖ IF THE PROJECT IS WITHIN THE AREA OF A CITY RECOGNIZED NEIGHBORHOOD ASSOCIATION, INDICATE THE DATE THAT THE PROJECT WILL BE PRESENTED TO THE ASSOCIATION.
- ❖ APPLICATIONS MAY BE DELIVERED TO THE FOLLOWING ADDRESS:

DEPARTMENT OF COMMUNITY AND HUMAN DEVELOPMENT
EL PASO CITY HALL
TWO CIVIC CENTER PLAZA - 8TH FLOOR
EL PASO, TX 79901-1196

City departments should submit one (1) original and one (1) copy of all material requested.

PLEASE DO NOT SUBMIT PAGES 1 THROUGH 11 IN YOUR COMPLETED APPLICATION.

For additional information, please contact Ms. Eleanor Love, Interim Senior Grants Planner, in the Department of Community and Human Development, at (915) 541-4643.

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CITY DEPARTMENT PUBLIC FACILITIES PROJECTS
THIRTY-SECOND YEAR (2006-2007) FUNDING APPLICATION**

GENERAL INFORMATION

Requesting Department

1. Department Name: _____
2. Mailing Address: _____
3. Telephone No.: _____ FAX No.: _____
E-Mail: _____
4. Director: _____
5. Contact Person (Name): _____ (Title) _____
6. Project Title: _____
7. Project Location: _____
8. Legal Description: _____
9. Type of Project (Check all that apply):
☐ Expansion to an existing facility
☐ Construction of a public facility
☐ Rehabilitation of a public facility, including removal of architectural barriers or historic preservation
☐ Other (describe) _____

Project Funding Summary

- | | | |
|-----|--|----------|
| 10. | Community Development Funds Requested | \$ _____ |
| | Sum of other committed Cash Resources | \$ _____ |
| | Total Project Funding | \$ _____ |

I CERTIFY ALL INFORMATION PROVIDED IS CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature (Department Head)

Date

Print Name

Title

Project Description and Budget

11. On separate sheets of paper labeled "**No. 11 Project Narrative and Budget**" (each page is to be labeled), provide a detailed narrative describing the proposed project. The project name should be at the top of each page. At a **minimum** the following items must be addressed:
- a) Scope of project and what the CD funds will be used for. A brief descriptive summary of the work and items of work involved in the project. The size and area of the project. For example, indicate the number of wheelchair ramps, number of street lights, and whether sidewalks will be on one or both sides of the street. Indicate the size (square feet, number of stories, etc.) in a new public facility and the type of amenities in the new or expanded facility. For drainage projects, include the location of the new or upgraded drainage system; the location to which drainage run-off will be conveyed, e.g.: "The newly upgraded underground storm drainage system on 'X' street will be conveyed/connected to an existing underground system on 'X' Street, which discharges into 'X' Drain."
 - b) Feasibility - Indicate potential obstacles to implementation, such as encroachment, ROW issues, **inappropriate zoning, flood zone issues**, anticipated need for coordination of work with various entities/parties (Railroad, EPWID, property owners, etc.), which may impede timely completion in order to meet expenditure requirements mandated by HUD. If applicable, indicate how the applicant plans on addressing encroachment issues, preferably including proof of correspondence with affected property owners displaying their support of the project despite possible adjustments that may be made to their property(ies).
 - c) Location of the project to include project limits and/or boundaries. Provide a project site location map with the project area clearly delineated for identification.
 - d) Project justification: Description of the problem(s) that the project will address and how the project will resolve the problem(s) and/or the public benefit(s) to be derived from the project. *It is important to know the reason funding is being requested and how this project will benefit persons of low- and moderate-income.*
 - e) Explanation of why the project should be undertaken in the manner stated for accomplishing the project - i.e. renovating or expanding a facility presently occupied; rehabilitating an existing facility; constructing a new facility; and why the alternative options evaluated were not selected. Determine and describe possible alternatives to the proposed project, including the alternative of not implementing the project.

Project Outcome Measurement

- f) Complete and submit the "Performance Outcomes Worksheet" on page 24. You may copy the page if additional pages are needed to describe additional outcomes.

Budget

- g) Project Cost Summary signed by the City Engineer.

Supporting Documentation

- h) Attach all supporting documentation as required under Completeness and Supporting Documentation, page 6 of this Application, and on the Completeness Checklist, "Attachment C," pages 25 and 26.

Compliance with National Objectives

12. a) Check the national objective(s) that the project will address:

____ Of all clients to be served at least 60% of the clients will be low-and moderate-income persons

____ Addresses slums or blight

____ Addresses an urgent public necessity

- b) By what means did you make this determination? **If *program income guidelines* are to be used to certify income eligibility of clients served, a copy of the guidelines must be included with the CD application.**

13. If this is an *area benefit project*, identify the boundaries and low-mod percentage of the service area as mutually determined by Community Development staff and the applicant. (City Departments should contact Ms. Eleanor Love, Interim Senior Grants Planner, at 541-4643, to determine the necessary information.)

Site Suitability

Zoning Conformance

14. If the project involves a present or future property site(s), state the present zoning designation, as provided by the City of El Paso Zoning Administrator, Planning Department, 2nd Floor, for each site listed in this proposal. In order to be considered for funding, applications for new or expanded public facilities must include a letter from the Zoning Administrator that the zoning is appropriate for the proposed use.

Environmental Considerations

15. If the project involves a present or future property site(s), is/are the site(s) located in a flood plain? Applications must include a "Flood Map" You should call Robert Gott, Senior Grants Planner, at 541-4248 or 541-4643, to determine whether a proposed project is located in a flood plain.

Determine and describe below, **two** possible alternatives to the proposed project (one alternative may be that of not implementing the project). The feasibility of each alternative and the reasons why each should be adopted or rejected should be discussed sufficiently to indicate that an adequate consideration of each alternative has occurred.

Alternative 1: _____

Alternative 2: _____

Comparative Analysis: Local and area-wide plans that demonstrate environmental considerations can serve as the context within which a comparison of alternative sites is made (i.e. by a project's consistency with the environmental criteria for site selection as may be established with such plans).

16. If the project involves a present or future property site(s), to the best knowledge of the City Department, does the site(s) have any other potentially adverse environmental concerns that need to be addressed before the project is developed? Environmental concerns to consider include: site is the location of a former landfill; site is located near railroad tracks; a heavily traveled street; or an airport; hazardous materials are stored on the site or near the site; the site is near a cliff or an arroyo; or the site is located within a historic district.

___ Yes

___ No

If so, what is/are the potentially adverse environmental concern(s) which need to be addressed?

Previous Community Development Assistance

17. Has the City Department received previous Community Development funding from the City of El Paso for this particular project/location? ☐ Yes ☐ No

If yes, when, and what was the amount and purpose of the funding?

Duplicate Submissions

18. Has the City Department requested/applied for funding from other source(s), which would duplicate work proposed in this application? ☐ Yes ☐ No

If yes, to whom have you applied? \$ Requested Approved Denied Pending

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

ASSURANCE OF COMPLIANCE WITH ORDINANCE NO. 9779

As _____ of the _____ Department
(position title)

I certify that the department, as applicant for Community Development funding from the City of El Paso, will comply with the City of El Paso's Ordinance No. 9779 (Non-Discrimination Against Disabled Persons) and all requirements imposed by said Ordinance. The department agrees that in accordance with the foregoing requirements, no qualified person, shall on the basis of disability, be excluded from participation in or be denied the benefits of any program or activity receiving financial assistance from or operated by the City of El Paso, or be subjected to discrimination with respect to employment by Grantees of the City of El Paso's financial assistance.

Signature: _____

Name: _____
(typed or printed)

Date: _____

NOTE: This Assurance must be signed by the respective department head.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

32ND YEAR (2006-2007)



THE CITY OF EL PASO WANTS YOUR ASSISTANCE IN DETERMINING HOW WE CAN BEST SERVE THE NEEDS OF YOUR NEIGHBORHOOD AND YOUR COMMUNITY! YOU CAN HELP US BY LETTING US KNOW WHAT IMPROVEMENTS ARE NEEDED IN YOUR NEIGHBORHOOD. IT IS ESTIMATED THE CITY OF EL PASO WILL RECEIVE APPROXIMATELY \$9 MILLION FROM THE FEDERAL GOVERNMENT FOR THE 32ND YEAR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM, WITH APPROXIMATELY \$3 MILLION TO SPEND ON NEW PROJECTS! THESE FUNDS MUST BE USED TO BENEFIT LOW- AND MODERATE-INCOME PERSONS OR NEIGHBORHOODS.

Some of the services Community Development funds can be used for include:

NEIGHBORHOOD CENTERS; PARKS AND OTHER PUBLIC FACILITIES; STREET AND DRAINAGE IMPROVEMENTS; STREET LIGHTING IMPROVEMENTS; AND ACCESSIBILITY IMPROVEMENTS TO PUBLIC FACILITIES FOR PERSONS WITH DISABILITIES. PROJECTS INVOLVING ACQUISITION OF LAND WILL NOT BE CONSIDERED FOR FUNDING. CONSTRUCTION OF NEW CITY PUBLIC BUILDINGS WILL ONLY BE CONSIDERED IF THE APPROPRIATE CITY DEPARTMENT HAS OPERATING FUNDS AVAILABLE UPON PROJECT COMPLETION.

PLEASE ATTEND the meeting listed below to express your opinion as to what kind of improvements or services you believe are needed in your neighborhood or the community:

CITYWIDE PUBLIC HEARING

Wednesday, October 12, 2005 at 6:00 p.m.

City Council Chambers - City Hall, 2nd Floor

Corner of Santa Fe and Missouri Streets

If you can't attend this meeting, please use this form to write in your suggestion(s) on the spaces provided below and mail or bring this form to:

Department of Community and Human Development

#2 Civic Center Plaza, 8th Floor, El Paso, Texas 79901-1196

Phone: (915) 541-4643

Please describe below your request(s) in a clear and concise manner. Be sure to provide your name, address, and phone number, so we can contact you if we have any questions. The Community Development office must receive these forms by 5:00 p.m., Friday, December 9, 2005.

NAME:

PHONE:

ADDRESS:

REQUEST(S):

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 32ND YEAR (2006-2007) PROGRAM NEIGHBORHOOD ASSOCIATION FUNDING REQUEST FORM

The City of Paso expects to receive approximately \$9 million in Community Development (CD) funds from the U.S. Department of Housing and Urban Development (HUD) for the 32ND Program Year of the Community Development Block Grant (CDBG) Program, which will begin on September 1, 2006. **Approximately \$3 million will be available for new projects.** This form has been developed by the Department of Community and Human Development to solicit requests from City recognized neighborhood associations. This is an opportunity for your association to get involved in the CDBG process by identifying projects that are needed in your neighborhood.

Community Development funds can be used for the following types of projects in your neighborhood: neighborhood centers; senior centers; health facilities; parks and other public facilities; and street and drainage improvements. Applicants are cautioned that projects that involve new City buildings will only be considered if the appropriate City Department has a source of funding for operating the new facilities.

HOW TO SUBMIT A REQUEST FOR A CD PROJECT IN YOUR NEIGHBORHOOD:

Interested neighborhood association members must complete the back portion of this form and submit it to the **Community Development office by the deadline of 5:00 p.m., Friday, December 9, 2005.** The President of your neighborhood association must also sign the submitted form. Failure to submit a signed form by the above date will result in your request(s) not being considered for funding. After receiving your request(s), the Department of Community and Human Development will determine the eligibility of your request(s) and will keep you informed of its status.

If you are requesting funding for more than one project, please select and indicate the three highest priority projects for your neighborhood.

ELIGIBLE ASSOCIATIONS:

Neighborhood Associations must be located within El Paso City Limits and must be registered with the City's **Neighborhoods Services** Program.

Groups interested in forming a Neighborhood Association may contact **Mark M. Alvarado, the Neighborhoods Services Liaison, at (915) 541-4643 or visit the City's website <http://www.elpasotexas.gov/neighborhoodfirst/default.asp>, for additional information.*

In addition to filling out this form, **PLEASE ATTEND** the meeting listed below to express your opinion as to what kind of improvements or services you believe are needed in your neighborhood or the community:

CITYWIDE PUBLIC HEARING
Wednesday, October 12, 2005 at 6:00 p.m.
City Council Chambers - City Hall, 2nd Floor
Corner of Santa Fe and Missouri Streets

If you have any questions, or need assistance in completing this request, please contact:

Ms. Eleanor Love, Interim Senior Grants Planner
Department of Community and Human Development
#2 Civic Center Plaza - 8th Floor
El Paso, TX 79901-1196
Telephone No. (915) 541-4643



**CDBG PROGRAM
32ND YEAR (2006-2007) FUNDING REQUEST FORM**

NEIGHBORHOOD ASSOCIATION PROJECTS

The City of El Paso wants your assistance in determining how we can best serve the needs of your neighborhood and your community. **Requests should be submitted on this form by the deadline of 5:00 p.m. Friday, December 9, 2005. No requests will be accepted after this date and time.**

1. Name of your City Recognized Neighborhood Association: _____

2. Your Name: _____

3. Your Address: _____ Zip Code: _____

4. Telephone: (Home) _____ (Work) _____

5. E-mail: _____ Fax No.: _____

6. In the space provided below, or on additional sheets if necessary, please give a description of the project(s) your association is/are requesting (if available, please attach signed petitions and/or drawings or photos describing the project). Attach additional sheet(s) of paper if necessary.

7. Tell us why your neighborhood needs this/these project(s).

Project(s) Endorsed By:

Association Chair/President: _____ Phone No: _____
(Print Name)

Signature (Association Chair/President): _____

Date: _____



FISCAL YEAR (2006-2007)

EMERGENCY SHELTER GRANT

FUNDING REQUEST

The primary objective of the Emergency Shelter Grant (ESG) program is to direct funds for the homeless so that these persons have access not only to safe and sanitary shelter, but also to the supportive services and other kinds of assistance they may require to improve their situations. The City of El Paso expects to receive approximately \$377,404 in ESG funds from the U.S. Department of Housing and Urban Development (HUD) for the 32nd Program Year. The contract period is from September 1, 2006 to August 31, 2007.

This package has been designed to obtain all the information necessary for a complete, fair analysis of each Emergency Shelter Grant project proposed for Community Development (CD) funding. All funds will be allocated to agencies using this application process. Letter of Intent format sheets will be available in the 8th Floor Community Development office at City Hall from 8am September 13 through 5pm October 3, 2005. Letter of Intent packets are due in the Social Services Office, 8th floor, City Hall (2 Civic Center Plaza) no later than 5:00 pm October 3, 2005. Eligible applicants will be invited to the RFP training where the application packets will be distributed. Applications are due November 28, 2005. Late or incomplete submissions of either the Letter of Intent or the Application will not be considered for funding.

PROJECT ELIGIBILITY

Federal eligibility requirements:

- Applicant's project must provide direct services to clients who are homeless and who reside within the limits of the City of El Paso.
- Applicant must have non-profit, tax-exempt status under Section 501(c)3 of the Internal Revenue Service Code at the time of application or be a governmental agency.
- Applicant must provide services that are non-religious in nature and scope.
- Funded projects must use ESG funds for one or more of the following activities relating to emergency or transitional shelter for the homeless:
 1. **Renovation, Major Rehabilitation, or Conversion of Buildings** for use as emergency shelters for the homeless. ESG recipients using ESG funds for renovation or conversion of any building must maintain the building as a shelter for the homeless for not less than a 3-year period, or for not less than a 10-year period if the grant amounts are used for major rehabilitation or conversion of the building. Any ESG funding awarded for renovation, major rehabilitation or conversion of buildings must be collateralized with the value of the property to be improved or constructed and/or other source of acceptable collateral. The value of the collateral must be greater or equal to the total Community Development final award. An appraisal of the property to be improved or constructed will be required prior to execution of the loan or loan/grant between the applicant and the City. Applicants will be expected to provide proof with the application that adequate collateral to support the ESG fund award is available if the ESG request is approved. Adequate collateral may be provided in the form of a Promissory Note secured by a Deed of Trust for real property, by an irrevocable Letter of Credit for the term of the Payback/Forgivable Loan, or by an Escrow Agreement for the term of the Payback/Forgivable Loan. Applicants must provide documentation by **November 28, 2005** (application deadline), that the proposed collateral will be equal in value to the proposed ESG investment. The **only** exception to this requirement is for certain public entities (i.e. school districts), which are prohibited from providing collateral pursuant to state and/or federal laws and regulations.

2. Provision of **Essential Services** including (but not limited to) services concerned with employment, health, substance abuse, education, only if: a) the service is a new service or a quantifiable increase in level of a service above that provided by the local government during the 12 calendar months immediately before the grant award; and, b) **no more than 30 percent** of the overall grant amount is used for these services. ESG recipients using program funds to provide essential services must carry on the assisted activities for the period during which ESG assistance is provided.
 3. Payment of **Operational Costs** such as rent, food, repair, security, fuels and equipment, insurance, utilities, and furnishings and maintenance. **No more than 10 percent** of the annual grant may be used for staff salaries under this category. ESG recipients using program funds to provide essential services must carry on the assisted activities for the period during which ESG assistance is provided.
 4. ESG funds may be used for **Homeless Prevention Activities** such as security deposits or first month's rent, payments to prevent foreclosure on a home, and short-term subsidies to help defray rent and utility arrearages for families who have received eviction notices or notices of termination of utility services. Short-term subsidies for mortgage, rent or utility payments are only eligible if the inability of the family to make the required payments is due to a sudden drop in income; the aid is necessary to avoid eviction or cut-off of services; there is a reasonable chance the family will be able to resume payments in a reasonable period of time; and the aid will not supplant similar aid available from pre-existing homelessness prevention programs. **No more than 30 percent** of the overall grant amount may be used for homelessness prevention activities.
- Each private, non-profit ESG recipient must supplement its ESG funding amounts with an equal amount of funds from other sources. These matching funds must be provided after the date of the grant award to the non-profit recipient. In essence, each recipient of the ESG funds must demonstrate satisfactorily that the agency will expend on the homeless from sources other than the ESG funds an amount of money equal to the amount the agency will receive from the Emergency Shelter Grant Program. In calculating the amount of supplemental funds, there may be included the value of any donated material or building; the value of any lease on a building; any salary paid to staff of the non-profit recipient in carrying out the ESG Program; and, the time and services contributed by volunteers to carry out the ESG Program determined at the rate of \$5 per hour. For the purposes of calculating the value of any donated material or building, or any lease, any method reasonably calculated to establish a fair market value is acceptable.

Local eligibility requirements:

- The minimum funding for a project will be \$7,500.
- Applicant must comply with City of El Paso Ordinance 9779 (Non-Discrimination Against Persons with Disabilities). In accordance with Ordinance No. 9779 all facilities and programs receiving funding from the City must be accessible for use by persons with disabilities in terms of employment and service. This means that buildings where the CD funded services or projects are located must be accessible to the persons with disabilities, or have an approved transition plan, before the funding can be approved. Please be advised that every application, in order to be accepted for consideration, must contain the signed Accessibility/Letter of Assurance and the fully completed form entitled "Guidelines/Self Evaluation for Community Development and City of El Paso Sub-recipients" for all sites planned for CD funded programming.
- Applicant must not have an employee, officer, agent, or anyone who represents the agency in any capacity sitting as a member of the Community Development Steering Committee.
- Applicant must demonstrate adequate management capacity. All applicants must submit with the ESG funding request a certified audit completed within the previous 12 months and covering a period ending on a date no earlier than August 31, 2004.
- ESG allocations are distributed on a reimbursement basis. Therefore, all agencies receiving funds must demonstrate the financial capacity to operate the proposed project for a period of at least three months prior to reimbursement.
- Applicants must be participants in the Homeless Management Information System (HMIS).

The City will also require that all applicants meet the following process standards:

- Applicants must demonstrate compliance with City Council's Priorities for Emergency Shelter Grant allocations.
- Applicants are encouraged to collaborate in order to maximize the use of funding and streamline services. However, collaboration must happen prior to the submission of proposals and the proposal must reflect the collaborative nature of the joint project. The fiscal administrator for the proposed project must be clearly designated in the proposal, as a single contract will be written for any joint project.
- Applicants currently receiving ESG funds must be in compliance with all terms of any contract through Community and Human Development and have been in good standing during the program year.

- Applicants must submit a complete letter of intent and application packet by the deadlines or the project will not be considered for funding.
- Applicants must attend all required training (see training, below) in order to be considered eligible to apply. Currently funded applicants must have attended all of the prior year's Bi-Monthly Training sessions in order to be considered eligible to apply.
- Applicants must be on time and attend every meeting of the Emergency Shelter Grant Collaborative in order to retain their vote.
- Applicants must participate in the collaborative process. Applicants are required to sign out applications under the ESG Collaborative. Technical assistance is available upon request from CD staff.

CITY COUNCIL'S PRIORITIES FOR ESG ALLOCATIONS

Whereas a healthy local economy can promote the quality of life for all El Pasoans, and

Whereas strong neighborhoods and strong families promote a healthy economy, safe communities, and productive citizens, and

Whereas attractive parks and community centers promote strong families and neighborhoods, and

Whereas educated young persons with strong characters promote strong families and neighborhoods as well as a healthy economy, and

Whereas families and persons free of the effects of physical and mental illness and disabilities promote strong families and neighborhoods, and

Whereas a community friendly to older populations is attractive to persons seeking a community in which to retire and is attractive to corporations and businesses interested in marketing to aging baby boomers, and

Whereas reducing the number of homeless persons will increase the community's attractiveness to persons and corporations wishing to relocate to El Paso,

Therefore, the Mayor and City Council establish the following priorities for consideration of funding for ESG projects:

Overall:

Economic development and self-sustainability is a goal held prominently by the City of El Paso and its public, private, and non-profit partners. As such, ESG funding priorities will recognize a holistic and results-oriented approach to attaining that goal.

ESG:

Support the work of the Homeless Coalition's mission to provide a seamless continuum of care with a strong focus on safety net services and eventual independence through projects that:

- Provide services only to those individuals meeting HUD's homeless definition.
- Provide safety net services including emergency shelter, transitional housing, special needs housing, and supportive services for basic needs such as food, transportation, health care, and other needs that lead to self-sustainability.
- Offer job training, preparation, education, and support services to obtain and sustain employment for economic security.
- Prevent homelessness through services which assist with rent, utilities, and other essential expenses.
- Promote advocacy, public policy, financial leveraging, and community collaboration which advance the City of El Paso's strategic 10-year plan, Border Solutions: Ending Chronic Homelessness in El Paso, Texas.

VALUES FOR PROPOSAL CONSIDERATION

The following values will be used when considering projects for ESG funding:

COLLABORATIVE VALUES

Collaborative values reflect elements that contribute to the integration of diverse projects in providing continuums of care and comprehensive community services. Additional consideration will be given to projects that:

1. Stimulate and enhance the lives of a diverse population of clients served by the collaborative.
2. Create partnerships that maximize resources and enhance services.

3. Promote maximum independence for clients.
4. Enhance quality of life for clients and produce beneficial outcomes for clients.
5. Achieve cost-effective use of resources.
6. Fulfill community needs.
7. Complement continuum of care of the collaborative.
8. Encompass adequate geographic coverage for the collaborative.
9. Ensure services to clients who would otherwise be unserved or underserved.
10. Show that withdrawing the project would have a significant impact on the target population/clients.
11. Demonstrate the relationship between the project proposal and City Council's priorities.

PROJECT VALUES

Project values reflect traits deemed valuable in terms of individual projects. Additional consideration will be given to those projects that:

1. Demonstrate a project history of successful implementation and budget management.
2. Present a budget appropriate to the proposed program.
3. Serve a significant number of clients and/or have a significant impact.
4. Focus on care in the least restrictive, most inclusive environment.
5. Are a cost effective service.
6. Demonstrate feasibility and can demonstrate result-oriented outcomes.
7. Demonstrate a close relationship of direct services funding to the total request.
8. Clearly define population to be served and geographic area of coverage.
9. Incorporate the service as part of an integrated continuum of care.

AGENCY VALUES

Agency values reflect components of management capacity and fiscal responsibility. Additional consideration will be given to projects submitted by agencies that:

1. Commit adequate resources, infrastructure and capacity to support the project (past and present).
2. Demonstrate responsible fiscal and project management.
3. Show capacity, ability and/or history to meet contract obligations.
4. Demonstrate economic viability and efficiency.
5. Have planned and/or implemented a system to document client eligibility.
6. Document client satisfaction.
7. Participate in applicable community coalitions and efforts.
8. Demonstrate sound fiscal history and annual audited financial statements
9. Demonstrate feasibility and impact of proposed outcomes and cost effectiveness of the program including leveraging of funds with ESG dollars

TRAINING

A workshop will be held to provide training for completion of the application and understanding of ESG requirements. The workshop will provide an opportunity for agencies with mutual goals to meet as a group, discuss needs, gaps and opportunities and to develop a continuum of care within the ESG Collaborative. **Attendance at the training workshop is required to be considered for funding.** The workshop will be held at the Child Crisis Center, 2100 N. Stevens. **If you require any special accommodation during the training, please contact us as soon as possible so we can make any necessary arrangements.**

◆ RFP Training (all ESG grantees)

October 12, 2005

9am-Noon

A supplementary training for completion of the application will be held on November 14 in the Community Development Conference Room on the 8th Floor of City Hall. This training is by RSVP only, and will be canceled if no reservations are made.

COLLABORATIVE PROCESS

The ESG Collaborative will implement the Collaborative Process detailed below. Following discussion of proposals the collaborative will make recommendations for funding within the targeted amounts to the Steering Committee (CD's advisory group) by January 30, 2005.

Organizational Collaborative Meeting:

- Emergency Shelter Grant Collaborative, Child Crisis Center, 2100 N. Stevens 10-21-05 10AM

Appointment of Chair and Election of Representatives:

At the first meeting of the ESG collaborative, officers will be elected. The collaborative will select, at a minimum, a Chairperson, Vice Chairperson and Secretary. The collaborative may select additional officers as desired. At this meeting, the collaborative will also develop internal rules for defining tardiness, excused absence, and operational rules such as Robert's Rules of Order. Individuals may not be re-elected; new officers must be chosen each year. This is intended to encourage participation in collaborative leadership roles by many different agencies.

Meeting Attendance:

Voting members must attend all meetings on time to retain voting privileges. Tardiness is considered absence. However, the collaborative may elect to set a "start time" a few minutes later than the "meeting time" and use the beginning of the meeting for items of interest *not related to the collaborative process*. Absences due to an emergency may be excused by vote of the collaborative. However, few applicant agencies have only one staff member. Applicants should provide for backup staff to attend if the primary contact must be absent. Only an *unforeseen emergency* on the day of the meeting should be cause for an excused absence. These rules are not intended to be punitive; they are intended to ensure that all members voting on funding recommendations have been present for all presentations and discussions on the projects under review.

Meeting Notification:

All members are personally responsible for their attendance at meetings. Any member who does not know when the next meeting is scheduled should contact the Chair and learn the date. Applicants hold sole responsibility for meeting their attendance requirements and should not confuse courtesy notices with a process requirement. All members are responsible for ensuring that the Secretary has accurate contact information, so they may be informed in the event of meeting changes. The Secretary will post notices in a public place in accordance with Open Meeting Requirements. The City will also post legal notice of the meetings.

Meetings:

Meetings will be held as frequently as deemed necessary by the collaborative. More than one topic may be included in a single meeting, time permitting. Topics will include, at a minimum:

- Election of representatives
- Development of collaborative's rules and procedures
- Setting up regular schedule of meetings
- Discussion of Mission and Values by which all proposals will be evaluated
- Scheduling submission of written copies of proposals by each applicant
- Verbal presentation by each applicant with question and answer session for each applicant
- Discussion, voting and completion of collaborative funding recommendation (budget)
- Submission of Collaborative Budget Recommendation to Steering Committee

Membership:

Each applicant must send a representative or representatives who are familiar with programmatic and fiscal aspects of both their agency and their program. Representatives must be able to speak and make decisions on behalf of the applicant agency. Collaborative decisions will not be delayed waiting for members to meet with their superiors in order to be instructed how to vote.

Voting:

There are two categories of membership: voting member and non-voting member. Every agency submitting a proposal for funds is a voting member; only one representative for each agency may vote in the ESG Collaborative. An unexcused absence will result in loss of voting privileges for the applicant, although their

application remains under review for funding. Non-voting members are CD Steering Committee Members, CD staff, non-applicant agencies, agencies that have lost their vote, and interested members of the public. Non-voting members are full participants in any discussion, but do not hold a vote. All votes, ratings and discussion will be open. Votes will be decided by majority of the voting members present.

Proposal Review:

The review of the proposal by the collaborative consists of three components:

- Written proposal
- Verbal presentation by the applicant
- Questions to resolve any issues with the proposal or presentation

Proposal review must be made within the context of the established values. Written proposals should be distributed at least one week before the verbal presentations, to permit adequate time for review. Verbal presentations should be limited to either five or ten minutes each, decided in advance and timed. The question and answer sessions should be limited to either ten or fifteen minutes each, decided in advance and timed. Additional time may be scheduled for unanswered questions or concerns on majority vote.

Voting on Budget Allocation:

Only one representative from each voting member agency (hereafter, "voter") may vote. Each voter will develop a budget for the collaborative based on the funding block. The minimum amount a voter may allocate to an applicant is either \$0 or \$7,500 (for example, a voter cannot allocate \$4,000 to a program). If the voter recommends \$0 funding, or an increase or decrease of more than 5% of the current CD program budget, the voter must provide a brief written explanation for these decisions on their ballot sheet. These explanations must directly tie to the Priorities and/or the Values listed above. Votes that do not add up to the correct amount, contain improper votes (such as an amount between \$0 and \$7,500) or do not have relevant supporting explanations will be rejected.

CD staff will compile voters' budgets. After the votes are compiled, the highest and lowest amount recommended for each applicant is eliminated, and the remaining numbers, including any "\$0" recommendations, are averaged. Any applicant who received a recommendation of under \$6,500 is temporarily changed to a recommendation of \$0. The remaining allocations should be totaled.

If this amount is beneath the total allocated to the collaborative, the remaining blocked funds are negotiated. They may be used to bring applicants recommended \$6,500-\$7,499 up to the \$7,500 minimum, to increase the \$0 funded applicant with the highest recommendation to \$7,500, or to increase funding for projects of a particular importance to the collaborative's mission. Applicants that have received a funding recommendation of \$0 are still voters and may participate in negotiations.

If the draft budget amount is in excess of the total blocked funds, then it will be necessary to negotiate where the cuts will be made to meet the funding block. Bear in mind that any project recommended for greater than \$0 funding must be recommended for at least \$7,500 by the completion of the final budget.

Once negotiations are complete, the chair will prepare a budget for submission to the CD Steering Committee. If the collaborative recommends any project for \$0 funding, or an increase or decrease of more than 5% of the current program budget, the collaborative must provide a brief written explanation for these decisions on the budget submitted to CD Steering Committee. Any changes to the collaborative allocations occurring after the submission of the collaborative budget, such as an increase or reduction in the overall grant from HUD, will be applied proportional to the collaborative budget recommendations.

Submission to Community Development:

The ESG Collaborative will submit its final budget recommendation. Email is the preferred method of submission, to facilitate uniform formatting by CD staff for distribution to the Steering Committee.

Lobbying:

Lobbying Steering Committee members, City Council members, and/or the Mayor in regards to the ESG funding is prohibited during the course of the application process. The 32nd Year application period is from the Letter of Intent release on September 13, 2005 through City Council's Final Budget decision on or about June 20, 2006. Agencies or entities in violation of this lobbying prohibition will be disqualified from funding consideration.

STAFF REVIEW PROCESS

Community Development staff will perform a detailed technical review of each proposal. This review will incorporate determination of agency and project eligibility, and include comments on past agency performance, proper completion of the application, and errors and inconsistencies in the proposal. These comments will be provided to both the collaboratives and the Steering Committee for their use in reviewing the proposals.

STEERING COMMITTEE REVIEW PROCESS

Prior to their formal review of the proposals, the Steering Committee will be provided with the complete application packets for all emergency shelter funding requests. Steering Committee members may contact individual agencies with questions regarding the funding requests.

The Steering Committee will be provided with the results of the CD staff review of the proposals, as well as the recommendations from the ESG Collaborative regarding the distribution of funds. The Steering Committee will follow the Proposal Review Process in the Community Development Citizen Participation Plan. Accordingly, the Steering Committee will hold an open meeting to review the emergency shelter proposals.

During the meeting for the review of the ESG Collaborative, the Steering Committee will interview the spokesperson for the collaborative and may interview the representative for each application to give the applicants an opportunity to answer questions from staff and Committee members. The Steering Committee will receive oral and written comments from the public regarding the applications.

Note: The Steering Committee has identified the following as concerns that are expected to be included in the discussion of the funding proposals:

- *Volunteerism vs. Paid staff*
- *Total funds requested - history of total CD funding*
- *Community/local support - citizen participation on projects*
- *Consideration for new applicants*
- *Same agency applying to different collaboratives administered by CD for different services*
- *Non-controversial - staying within community values*
- *Other funding sources*
 - A. *Excessive reliance on ESG funds*
 - B. *Taxing entities applying*
 - C. *Repetition - # of years with CD*
- *Use of subcontractors*

At the conclusion of the comments, the Steering Committee will then critically review the ESG Collaborative recommendations, evaluate the proposals, deliberate and adopt a recommendation for the distribution of the funds under the collaborative. Proposals will be evaluated using the following criteria:

- Thoroughness and clarity of the application
- Demonstration of need for the project
- Demonstration of applicant's capacity to perform project
- Cost effectiveness of the project
- Reasonableness of the project budget

In those instances where the Steering Committee and the collaborative recommendations are different, the collaborative may request and be afforded an opportunity to meet with the Steering Committee to discuss the differences for a possible compromise.

PROJECT OUTCOME(S)

The City of El Paso is implementing a performance measurement system to gauge the success of projects awarded funding in its jurisdiction. Therefore, applicants for ESG funding are now required to address in the application packet the outcome(s) for the proposed project/activity, that is, the benefit(s) that will result from the project/activity after completion. Outcomes describe the impact that will result from the project/activity, and are the benefits to individuals, families, organizations and communities derived from construction of the project or participation in a program or service. All ESG applicants are expected to state the expected outcome(s) of their project/activity in the application packet, and further, should have the capability to track the outcome(s) over time to report on results if the project/activity is eventually funded. Projects funded in the 32nd year will have a contractual obligation to meet projected outcomes. Further technical assistance on this subject will be provided to funded agencies.

APPEALS PROCESS

Determination of project ineligibility under the Federal or local eligibility requirements is not subject to appeal. However, if an applicant feels that the determination of ineligibility was based on a misunderstanding, they may contact CD staff and request a meeting to further discuss the matter. Such a request must be made in writing within seven (7) days of receiving the disqualification notice, in order to allow the project to be re-integrated into the application process if appropriate.

Determination of non-compliance with process standards or the rules of the collaborative process are subject to appeal. This does not include any protest of the collaborative funding recommendation; this appeals process applies only to alleged process or rules violations. A sub-committee of the Steering Committee will be formed for the purpose of adjudicating appeals. If an applicant wishes to make an appeal in regards to a process decision that has been made regarding a project, the applicant must submit the appeal in writing within seven (7) days of the decision. During the period of the appeal, the decision under appeal will be suspended until the appeal is resolved. If the appeal affects a voting matter, if possible the vote will be delayed until the resolution of the appeal. The brevity of the appeals period is not intended to restrict appeals, but to facilitate the necessarily rapid pace of the overall application process. After hearing the appeal, the Grievance Committee will determine whether or not a violation occurred and make a recommendation for correction. This could include the collaborative meeting to correct the error, changes to the process for the future, or any other recommendation that would prevent a recurrence of the problem. The Grievance Committee's decision and the results of corrective action will be reported to the full body of the Steering Committee at their next regular meeting. This is a report only and will not require Steering Committee action.

An applicant that wishes to appeal the funding recommendation of the collaborative will be given an opportunity to present their position to both the full Steering Committee and City Council during the regularly scheduled budget hearings. Such presentations will not be considered to be a violation of the lobbying prohibition.

EXIT CONFERENCE

An exit conference will be offered to those agencies whose projects are not funded following the final City Council Budget Hearing. The purpose of this conference will be capacity building and a discussion of alternative resources and approaches.

NEIGHBORHOOD ASSOCIATION MEETINGS

As a condition of eligibility to apply in the next funding cycle, each currently funded **program** must make a presentation about their work to at least one of the registered Neighborhood Associations. For more information about these Neighborhood Associations contact:

Mark Alvarado
Community and Human Development Neighborhood Liaison
2 Civic Center Plaza, 8th Floor
El Paso, Texas 79901
Ph. 541-4918, fax 541-4028
Email: alvaradomm@elpasotexas.gov
Website: <http://www.elpasotexas.gov/neighborhoodsfirst/default.asp>

After the presentation, each program will submit a brief (one page) report with their regular monthly billing describing the association, number in attendance, location, date, time, and content of the presentation. A copy of this report must also be submitted with the Letter of Intent for the next funding cycle. Funded programs are encouraged to provide presentations to more than one Neighborhood Association each year, and we welcome additional reports.

CONTACT INFORMATION

Please provide all information requested in this package. Follow the application format and restrict your responses to the space provided. Failure to meet all the rules and requirements of this application packet and process may result in your application not being accepted for consideration. If you have any questions, or you require assistance in completing this package, please contact:

Michele Ellington or Judy Sarabia, Grants Planners
Grants and Program Administration Division
City Hall - 2 Civic Center Plaza - Eighth Floor
El Paso, TX 79901-1196
or call (915) 541-4371/4059 V/TDD, Fax 541-4370
or e-mail EllingtonME@ci.el-paso.tx.us
or SarabiaJG@elpasotexas.gov



PLANNING SCHEDULE - 32ND YEAR (2006-2007)
COMMUNITY DEVELOPMENT PROGRAM
(All dates are subject to change – call CD Department at 541-4643 to verify)

DRAFT

2005

Monday, August 15	Policies and Procedures to Secretary for 8/30/05 council meeting dat.
Thursday, August 18	5:30 p.m. Steering Committee meets to review proposed 32 nd Year Policies and Procedures in the CD Conference Room, 8 th Floor, City Hall
Friday, August 19	9:00 a.m., Legislative Review Committee meets to review proposed 32 nd Year Policies and Priorities in the City Hall, Bldg. Permits and Inspections Conf. Rm., 5 th Floor
Tuesday, August 30	City Council to adopt 32 nd Year Policies and Procedures for 32 nd Year Planning Process
Sunday, September 4 Monday, September 5	Publications of newspaper ad about Citywide Public Hearing and availability of Letter of Intent and application , packets for Community Development (CD) and Emergency Shelter Grant (ESG) funding requests.
Monday, September 5	LABOR DAY HOLIDAY!
Monday, September 6	Release of Letter of Intent Packets to social service agencies, non-social application packets, citizen project requests forms, neighborhood association project request forms, and publicity about the Citywide Public Hearing.
Sunday, September 18 Sunday, September 25	Publications of newspaper ad for Citywide Public Hearing.
Wednesday, September 28	Training workshop for applicants for Public Facilities projects - 9:00 a.m. to noon - CD Conference Room.
Wednesday, September 28	Training workshop for applicants for Economic Development projects - 1:30 p.m. to 4:30 p.m. - CD Conference Room.
Monday, October 3	Letters of Intent due from Social Service Agencies
Tuesday, October 4	Training workshop for applicants for Housing projects – 1:30 p.m. to 3:30 p.m. - CD Conference Room.
Thursday, October 6	5:30 p.m. - At its first meeting in October in the 8 th Floor CD Conference Room, the Steering Committee meets to elect a Chairperson and a Vice-Chairperson. The term of both Chair and Vice-Chair shall be for one year and be limited to no more than two (2) consecutive terms. Steering Committee also meets to determine committee assignments for the 31st Year planning process.
Monday, October 10	9:00 a.m. to Noon - Training workshop for those new to the RFP for CD Social Services or who desire more thorough Training. 2:00 pm-5:00pm - Training workshop for those experienced in writing the RFP for CD Social Services who desire minimal training (primarily questions and answers) at the YWCA, 1600 N. Brown.
Wednesday, October 12	ESG Training Workshop & Administrative Collaborative Meeting - 2:00 p.m. to 5:00 p.m. - CD Conference Room.
Wednesday, October 12	Citywide Public Hearing - 6:00 p.m. - City Hall - Council Chambers, 2nd Floor.
October	TBA - Neighborhood Organization Meeting
Monday, October 17	9:00 a.m. – Administrative Collaborative Meeting for Economic Opportunities at El Paso Rehabilitation Center, 1101 E. Schuster Avenue.
Monday, October 17	Letter of Intent Notifications mailed to Social Service Agencies
Tuesday, October 18	9:00 a.m. - Administrative Collaborative Meeting for Children & Youth Support & Development Services at Center of the Dear, 6585 Montana Avenue, Building R.
Wednesday, October 19	9:00 a.m. - Administrative Collaborative Meeting for Seniors and Person with Disabilities at Visiting Nurse Association, 2211 E. Missouri Avenue, Suite 200.
Thursday, October 20	9:00 a.m. - Administrative Collaborative Meeting for Mental and Medical Health Services at 1750 Curie Drive, B. Herring Room.

Friday, October 21	9:00 a.m. - Administrative Collaborative Meeting for Homeless, Emergency Shelter & Housing at Child Crisis Center, 2100 North Stevens Avenue. 10:00 a.m. Emergency Shelter Grant Collaborative Meeting at Child Crisis Center, 2100 North Stevens Avenue.
Friday, October 28	Deadline for all 2004-2005 Consolidated Annual Performance & Evaluation Report (CAPER) information to be updated in IDIS and for narratives and backup information to be submitted.
Tuesday, November 1	Additional training workshop (if necessary) for applicants for Housing projects – 1:30 p.m. to 3:30 p.m. - CD Conference Room.
Tuesday, November 1	HUD deadline date for completion of updates of new IDIS screen relating to Faith Based Information
Friday, November 4	Draft of the 2004-2005 Consolidated Annual Performance & Evaluation Report (CAPER) is published in the El Paso Times for citizen review and comments. Citizens have until November 18, 2005 to respond.
November	TBA – Neighborhood Organization Meeting
Monday, November 7	Supplementary training for the Social Services RFP, attendance by RSVP only (will be canceled if no one RSVPs).
Wednesday, November 9	Additional training workshops (if necessary) for applicants for Public Facilities projects (9:00 a.m. to noon) and Economic Development projects (1:30 p.m. to 4:30 p.m.) - CD Conference Room.
Wednesday, Nov. 16	Deadline for 2004-2005 Consolidated Annual Performance & Evaluation Report (CAPER) to be provided to the City Manager for signature.
Monday, November 28	Deadline (at 5:00 p.m.) for submission of Social Service and ESG proposed 2006-2007 projects, to the Department of Community & Human Development.
Monday, November 21	Target date to Fed-Ex 2004-2005 Consolidated Annual Performance & Evaluation Report (CAPER) to HUD.
November 24 & 25	THANKSGIVING DAY HOLIDAYS!
Friday, November 25	Consolidated Annual Performance & Evaluation Report (CAPER) for the 2004-2005 consolidated program year due to HUD (90 days after end of 2004-2005 program year).
December	TBA – Neighborhood Organization Meeting
Friday, December 9	Deadline at 5:00 p.m., for submission of Neighborhood Association requests and endorsements and City Representative's Requests to the Department of Community and Human Development
Monday, December 26	CHRISTMAS HOLIDAY!
2006	
Monday, January 2	NEW YEAR'S DAY HOLIDAY!
Tuesday, January 3	Staff proposal review of ESG and social service projects submitted to collaboratives.
Jan. 9 - Feb. 17	Staff review of non-social service proposals ongoing.
Tuesday, January 10	9:00 a.m. - ESG Collaborative reviews 2006-2007 ESG Proposals at the location
Friday, January 13	Deadline (at 5:00 p.m.) for submission of 32nd Year Housing, Economic Development, and Non-Profit Public Facilities application packets. No extensions. Applications determined to be incomplete at this time will be disqualified from funding consideration. City Department applications are also due. Departments will have until February 28, 2006 to submit final project cost estimates.
Monday, January 16	MARTIN LUTHER KING JR.'S BIRTHDAY HOLIDAY!
Tuesday, January 17	9:00 a.m. - ESG Collaborative reviews 2006-2007 ESG Proposals and deliberates on budget at ??
Thursday, January 19	5:30 p.m. - Steering Committee meets to adopt preliminary schedule for review of 32nd Year proposals in the CD Conference Room, 8th Floor - City Hall.
Friday, January 20	Administrative budgets are due.

Friday, February 3	Deadline for submission of recommendations from ESG and Social Service Collaboratives.
Thursday, February 9	5:30 p.m. – Appeals/Grievance Subcommittee of the CD Steering Committee meets (if necessary) to review any appeals/grievances resulting from the CDBG/ESG Collaborative process - CD Conference Room, 8th Floor - City Hall.
Monday, February 21	List of eligible and ineligible proposals distributed to City Council and the Steering Committee.
Thursday, February 23	5:30 p.m. - Steering Committee review of Children and Youth Services Proposals in the CD Conference Room, 8th Floor - City Hall.
Tuesday, February 28	5:30 p.m. - Steering Committee review of Economic Opportunities Services Proposals in the CD Conference Room, 8th Floor - City Hall.
Tuesday, February 28	Deadline at 5:00 p.m. for the submittal of Department cost estimates to DCHD – City Hall - 8th floor. No extensions.
Thursday, March 2	5:30 p.m. - Steering Committee review of Homeless, Emergency Shelter and Housing Services and Emergency Shelter Grant Proposals in the CD Conference Room, 8th Floor - City Hall.
Tuesday, March 7	5:30 p.m. - Steering Committee review of Mental and Medical Health Services Proposals in the CD Conference Room, 8th Floor - City Hall.
Thursday, March 9	5:30 p.m. - Steering Committee review of the Services to Seniors and Persons with Disabilities Services Proposals in the CD Conference Room, 8th Floor - City Hall.
Thursday, March 16	5:30 p.m. - Steering Committee review of Non-Profit Public Facilities Proposals in the CD Conference Room, 8th Floor - City Hall
Thursday, March 23	5:30 p.m. - Steering Committee review of Street and Drainage Improvements and Citywide Curb Cut Demand Program in City Council Chambers, 2nd Floor - City Hall.
Thursday, March 30	5:30 p.m. - Steering Committee review of Administrative Support Budgets and Program Income Budgets, Planning, Housing and Economic Development Proposals in the CD Conference Room, 8th Floor - City Hall.
Tuesday, April 4	5:30 p.m. - Steering Committee review of Parks Department, City-County Health & Environmental District, El Paso Fire Department and Library Department Proposals in City Council Chambers, 2nd Floor - City Hall.
Thursday, April 6	Steering Committee Bus Tour! Bus starts loading at 8:30 a.m. and departs at 9:00 a.m. sharp! Lunch will be provided. Bus to arrive back at City Hall by 3:00 p.m.
April 10 - 14	HOLY WEEK!
Tuesday, April 11	5:30 p.m. - Steering Committee and Staff budget deliberations in CD Conference Room, 8 th Floor – City Hall.
Thursday, April 13	5:30 p.m. – Steering Committee and Staff budget deliberations (if necessary) in CD Conference Room, 8 th Floor – City Hall.
Friday, April 21	Budget recommendations from CD Steering Committee and staff submitted to City Council.
Tuesday, May 9	At the regular City Council meeting in Council Chambers, City Council conducts a public hearing to adopt the 2006-2007 proposed budgets for CDBG, ESG and HOME as part of the Annual Action Plan Draft for publication in the El Paso Times.
Sunday, May 14	Proposed 32nd Year Budget and Annual Plan of the Consolidated Plan published in newspaper. Citizens have 30 days to comment.
Monday, May 29	MEMORIAL DAY HOLIDAY!
Friday, June 16	Deadline (at 5 p.m.) for written comments on the Budget and Annual Plan of the Consolidated Plan.
Tuesday, June 27	At the regular City Council meeting at 9:00 a.m., in Council Chambers, City Council conducts a public hearing to receive comments and adopt a final Annual Plan & 32nd Year Budget.
Tuesday, July 4	FOURTH OF JULY HOLIDAY!
Tuesday, July 11	Annual Plan of the Consolidated Plan must be mailed out to HUD by this date.
August 23, 2005	